

Sample Resume - Federal

Allison Student

123 Street Name, Apt 1, Washington DC 20001
United States Citizen

a.student@gmail.com, (111) 222-3333
SSN: XXX-XX-7890

SUMMARY OF QUALIFICATIONS

Master of Public Administration candidate specializing in health care policy. Strong quantitative and research skills. Proficient with STATA, SPSS, and Microsoft Office. Experience in budget management and analysis. Outstanding problem-solving and communication skills. Adept with social media platforms and tools. Proven collaborator, capable of working effectively on a team.

EDUCATION

Syracuse University, Maxwell School of Citizenship and Public Affairs July 2016
Master of Public Administration, GPA: 3.8

- University Fellow
- *Relevant Coursework:* Public Budgeting, Public Administration & Democracy, Introduction to Statistics, Quantitative Analysis, Economics for Public Decisions, Public Organizations & Management, Changing American Health Care Systems, Health Services Management, Non-Profit Management, Executive Leadership
- *MPA Capstone Project:* Healthcare Consulting for Syracuse Health Works (non-profit) Our team created a strategic plan for a local community health non-profit. To do so, we created and distributed a survey to local stakeholders and then analyzed and presented the results to the organization's leadership. We also provided key findings and research summaries as well as structured roadmaps with concrete next steps for the organization to follow. In addition to the oral presentation, we also delivered a professional report in hardcopy that can be shared with the organization's executive board and community partners.

University of California, Berkeley May 2012
Bachelor of Arts in Public Health, GPA: 3.7

- Summa Cum Laude, Dean's List
- *Relevant Coursework:* Introduction to Health Statistics, Introduction to Epidemiology, Introduction to Health Policy & Management, Community Health and Human Development, Sociology of Illness, Nutrition in the Community, Campus/Community Health Impact Program, Drinking Water and Health

University of Botswana January 2011 - May 2011
Education Abroad Semester, GPA: 3.95

- *Relevant Coursework:* African Perspectives on Development, Community Health Practicum
- Term Project: Worked with a team of local health practitioners to create local needs assessment related to community health.

PROFESSIONAL EXPERIENCE

Syracuse University, Center for Policy Research
Research Assistant, Health Policy
426 Eggers Hall, Syracuse, NY 13244
Supervisor: Professor John Doe, (315) 111-2222, may be contacted

September 2015 - May 2016
Hours: 20/week
Salary: \$20/hour

RESEARCH & ANALYSIS

- Conducted background literature research for a new study about domestic health insurance options.
- Compiled statistical data on health indicators in the Syracuse area.
- Created publication-ready tables summarizing findings from a student health survey.

ADMINISTRATIVE RESPONSIBILITIES

- Sent a weekly digital newsletter to Maxwell students about upcoming events related to health policy.
- Provided administrative support for a conference on health economics. Booked travel and accommodations for incoming speakers, wrote and printed conference programs, booked rooms on campus, and advertised the event to the campus community.

Berkeley Community Health Program
Program Assistant
678 Water Street, Berkeley, CA 94704
Supervisor: Jane Good, (510) 345-6789, may be contacted

September 2013 - May 2015
Hours: 40/week
Salary: \$40,000/year

PROGRAM SUPPORT & DEVELOPMENT

- Responsible for grant writing to secure funding for this non-profit, particularly in the areas of preventative health care and mental health care.
- Assisted in community outreach efforts aimed at publicizing the clinic's programs and services to our target service population of Bay Area homeless, those who are uninsured or under-insured, and those living with HIV/AIDS.
- Prepared annual budget documents for presentation to the Board of Directors, complete with analysis and recommendations.

ADMINISTRATIVE RESPONSIBILITIES

- Participated in weekly staff briefings. Provided administrative support to program officers and board members as needed.

Kaiser Permanente, Community Health Initiatives
Nutrition and Public Health Fellow
1123 Hospital Drive, Oakland, CA 94612
Supervisor: Jerome Johnson, (510) 654-3210, may be contacted

September 2012 - August 2013
Hours: 35/week
Salary: \$28,000/year

EDUCATION & COMMUNITY OUTREACH

- One-year fellowship in nutrition education and counseling. Worked with a team of four fellows and two nutritionists to develop and implement nutrition workshops in local

K-12 schools.

- Personally managed curriculum development for grades 5-8. Wrote and edited workbooks on nutrition education for these grades to be used in local public school programs and local summer camps.

ADMINISTRATIVE RESPONSIBILITIES

- Answered phones and managed incoming mail at the Community Health Initiatives Office.
- Attended a weekly fellows meeting and pitched new training exercises to supervisors.

University of California, Berkeley
Multicultural Student Program Intern
12 Zellerbach Street, Berkeley, CA 94720
Supervisor: Jeannie Gray, (510) 456-7890, may be contacted

September 2011 - May 2012
Hours: 10/week
Salary: \$9/hour

STUDENT SUPPORT & PROGRAMMING

- Helped plan and implement programs and events related to multicultural student support as well as diversity education on campus.
- Held weekly office hours for minority students in need of peer mentoring.

COMMUNICATIONS

- Managed the Multicultural Student Program's Twitter and Instagram accounts.
- Advertised Multicultural Student Program events to the campus community.
- Wrote two editorials published in the *Daily Californian*.

Department of Health and Human Services
Summer Intern
200 Independence Avenue, SW, Washington, DC 20201
Supervisor: Tom Service, (000) 111-2222, may be contacted

June 2011 - August 2011
Hours: 40/week
Salary: \$10/hour
Grade Level: GS - 03

PROGRAM SUPPORT

- Wrote and analyzed reports and metrics.
- Composed and revised memos and press releases.
- Created data visualizations for distribution to external partners.

ADMINISTRATIVE RESPONSIBILITIES

- Sorted mail, routed agenda for weekly staff meeting, and prepared copies and faxes as needed.
- Answered letters with general questions from the public.

University of California Berkeley, Main Library
Work-Study Assistant
1 Campus Drive, Berkeley, CA 94720
Supervisor: Emily Banks, (023) 455-9999, may be contacted

January 2010 - May 2012
Hours: 10/week
Salary: \$12/hour

INFORMATION SYSTEMS SUPPORT

- Wrote a finding aid to accompany a new digital photograph collection.
- Entered meta-data on books in the catalog as needed.

ADMINISTRATIVE RESPONSIBILITIES

- Staffed circulation desk and assisted students with research questions.
- Checked books in and out of the main library.

VOLUNTEER EXPERIENCE

Maxwell School Cultural Affairs Committee	September 2015 - May 2016
Maxwell School Networking Trip Coordinator	March 2016
Berkeley Soup Kitchen Server	2010 - 2011
UC Berkeley Department of Public Health Peer Mentor	2009 -2012

AWARDS

Maxwell School Best Student Paper Award	April 2016
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LANGUAGE SKILLS

Proficient in Spanish (spoken, written, read)

Intermediate in French (spoken, written, read)

AFFILIATIONS

National Association of Community Health Practitioners (member)

Berkeley Helping the Homeless Campaign (member and volunteer)

Cal Student Diversity Coalition (member)