

First & Last Name

Chapel Hill, NC • email@bc.edu • (283) 454-8375 • linkedin.com/name

EDUCATION

Boston College, Morrissey College of Arts & Sciences Chestnut Hill, MA

Bachelor of Arts in International Studies: Ethics & Social Justice

May 2020

Minor in African and African Diaspora Studies

GPA: 3.79 | Honors & Awards: Dean's List First Honors (Spring 2019), Eagle Intern Fellowship Recipient

SIT Study Abroad Cameroon: Development & Social Change Program

Yaoundé, Cameroon

- Embraced cultural differences and gained intercultural competence by living among international students and participating in university's international student organization Fall 2018

RELEVANT EXPERIENCE

McGillycuddy-Logue Center for Undergraduate Global Studies

Chestnut Hill, MA

Fellow

December 2017 – August 2019

- Competitively selected through the Boston College Office of International Programs to take two courses and attend two retreats over two academic years, in order to extensively engage and reflect on global issues of social justice in an academic setting
- Culminated the program with a summer of service-learning in Granada, Spain, living and working amongst local impoverished communities to see first-hand and gain greater understanding of the implications of social justice issues discussed in program courses and retreats

International Focus, Inc.

Raleigh, NC

International Exchange Program Associate

Summer 2018

- Developed and oversaw an incoming exchange program with Kosovo to the Raleigh-Durham area through the U.S. State Department's International Visitor Leadership Program
- Organized and hosted a "Coffee and Conversation" program between Kosovar delegation and company leaders to discuss program goals for both parties
- Researched and proposed three future program partnerships, two of which will be implemented throughout the 2019 year

LEADERSHIP EXPERIENCE

Boston College Office of International Students & Scholars

Chestnut Hill, MA

International Assistant Cluster Leader; International Assistant

March 2016 – Present

- Train team of 70 International Assistants on how best to navigate language barriers and cultural differences amongst their small groups
- Guide 5-6 first-year international or exchange students from a variety of countries through their transition to an American university setting, mentoring on topics such as academic etiquette, social customs, and Boston College student life

Black Student Forum

Chestnut Hill, MA

AHANA Caucus Representative

June 2016 – May 2017

- Coordinated with 18 other culture clubs on Boston College's campus to organize unifying events for marginalized groups on campus, such as Unity Dinner and Black Family weekend
- Crafted an annual portfolio detailing Black Student Forum's events and achievements for the 2016-2017 academic year, which earned the club 2nd place in the Boston College Culture Club of the Year competition

FIRST & LAST NAME

Portland, OR | email@bc.edu | (293) 394-2823 | linkedin.com/name

EDUCATION

Boston College, Lynch School of Education & Human Development; Chestnut Hill, MA May 2020
Bachelor of Arts in Political Science and Applied Psychology & Human Development
Concentrations in Organization Studies and Human Resources
Pre-Law Track | GPA: 3.87 / 4.00

HONORS & AWARDS

Dean's List: First Honors (Fall 2018-Spring 2019), Second Honors (Fall 2017-Spring 2018)
Speech & Debate: Regional 3rd Place Finalist (2017), Oregon State 4th Place Finalist (2017)

VOLUNTEER EXPERIENCE

City of Boston: Department of Neighborhood Development; Boston, MA Summer 2018
Real Estate Management & Sales Intern

- Researched development potential and determined optimal development strategies for 116,000+ square feet of local land to be presented to the department's director and Mayor Walsh's Cabinet
- Drafted a Request for Proposals for the site, researching and outlining the City of Boston requirements for potential developers
- Spearheaded a new licensing fee calculation system for the City of Boston and the department, to be implemented in January 2018
- Executed basic paralegal work, such as drafting and revising legal contracts under the department's Senior Corporation Counsel

Generation Citizen Nonprofit; Boston, MA August 2017 – May 2018
Action Civics Instructor

- Taught 20+ students in an inner city high school, many of whom were English language learners, topics such as action civics, political processes, and civic change
- Conceived, designed, and guided students in their work toward an action project targeting food quality in Boston Public Schools, which was presented at the Massachusetts State House to 100+ peers and Boston government officials at the end of the school year

LEADERSHIP EXPERIENCE

Boston College Mock Trial Association; Chestnut Hill, MA August 2016 – Present
Leading Attorney

- Collaborate with team members in weekly meetings to build cohesive case theories
- Present legal arguments to multiple judges at tournaments between 10-15 different universities, earning 3rd place at the 2018 Regional Invitational competition

Boston College Bellarmine Law Society; Chestnut Hill, MA August 2016 – Present
President

- Organize bi-weekly club meetings and bi-annual networking events to connect Boston College students to information, resources, and job opportunities in the legal field

SKILLS

Language: Proficient in Korean | **Technical:** Microsoft Office Suite, Google Drive Programs, GIMP

SAMPLE FEDERAL GOVERNMENT RESUME
FIRST & LAST NAME

28262 Moonland Drive
Alexandria, VA 22206

email@bc.edu
(182) 238-4598

WORK EXPERIENCE

JEWISH FAMILY SERVICES

82 Marker Street
Buffalo, NY 14209
United States

05/2017 – 08/2017

Hours per week: 30

Supervisor: First & Last Name, (284) 956-2394

Assistant Refugee Medical Case Manager

- Coordinated medical assessments and care program implementation for newly arrived refugees, assuring compliance with government protocol and maximum comfort for the families
- Guided newly arrived refugee families through their initial transition to life in America, mentoring on topics of cultural difference and understanding
- Assisted Director of New Americans and case management staff with casework related to a unique and diverse range of clients

AUSCHWITZ JEWISH CENTER

Plac Ksiedza Jana Skarbka 5
Oswiecim, 32600
Poland

06/2017

Hours per week: 90

Supervisor: First & Last Name, +48 505-239-495

Human Rights Program Participant

- Selected to participate in the Human Rights Summer Program, a week-long intensive program in Warsaw and Krakow, Poland, to meet with various human rights groups to learn about and discuss present-day rights issues facing Poles today
- Met with local historians, museum curators, and Holocaust survivors to gain an understanding of how the nation moved forward from tragedy into prosperity
- Attended lectures on anti-Semitism and its connection to topics such as Islamophobia, LGBTQ+ rights, the role of religion in modern politics, and bystander intervention, in order to broaden knowledge on the breadth of anti-Semitic influence on society

ARRUPE INTERNATIONAL PROGRAM OF BOSTON COLLEGE

140 Commonwealth Avenue
Chestnut Hill, MA 02467
United States

03/2016 – 03/2017

Hours per week: 10

Supervisor: First & Last Name, (354) 394-4859

Program Leader: United States & Mexico Border Group

08/2016 – 03/2017

- Developed semester-long curriculum to educate a group of 12 students on various social and economic issues at the United States/Mexico border to prepare for a week-long spring break immersion trip
- Planned and coordinated fundraising efforts throughout the academic year, including tabling in dining halls on campus and a Christmas cookie delivery service, to raise \$10,000+ to support program trips
- Guided participants through the culminating week-long immersion trip to the border, facilitating discussion and reflection to support the group through the experience

Program Participant: Dominican Republic & Haiti Group

08/2015 – 03/2016

- Competitively selected into Arrupe International, an immersion program focused on promoting solidarity with Latin and Central American communities in need

- Attended monthly meetings to learn about pressing social justice issues in the Dominican Republic and Haiti, such as the “ghost citizen” crisis
- Fundraised \$10,000 to support the immersion trips for all nine Arrupe International groups through strategic social media marketing and tabling campaigns across campus
- Culminated program with an 8-day immersion trip to Jimani, a border province in the Dominican Republic, where we met, spoke to, and listened to presentations by local individuals and organizations looking to respond to human rights crises in their country

UNDERGRADUATE GOVERNMENT OF BOSTON COLLEGE

140 Commonwealth Avenue
Chestnut Hill, MA 02467
United States

08/2015 – 05/2016

Hours per week: 7

Supervisor: First & Last Name, (293) 249-2924

Class of 2019 Senator

- Drafted and promoted legislation with fellow senators to enhance student life for the 2,500 members of the Class of 2019
- Advocated for a designated place of free expression on campus for political and philosophical discourse, which was implemented the following fall semester
- Spearheaded sustainability efforts across the Boston College campus, most notably in the realm of dining services, to inform students of best practices and to reduce waste as a result

EDUCATION

BOSTON COLLEGE, Morrissey College of Arts & Sciences

05/2019

140 Commonwealth Avenue
Chestnut Hill, MA 02467
United States

Bachelor of Arts in Political Science, Minor in Islamic Civilizations & Societies

Relevant Coursework: Rights in Conflict, Fundamental Concepts of Politics, The History of War, Genocide & Crimes Against Humanity, Modern Hebrew

UNIVERSIDAD PABLO DE OLAVIDE

08/2017 – 12/2017

Calle Utrera, 1
41013 Seville
Spain

Study Abroad Program

Relevant Coursework: Christianity, Islam, & Judaism in the Spanish Context; Contemporary Spanish Politics; Slavery in Latin America and the Caribbean

LANGUAGE

HEBREW

Spoken: Intermediate | **Written:** Intermediate | **Reading:** Intermediate

SPANISH

Spoken: Intermediate | **Written:** Intermediate | **Reading:** Intermediate

RUSSIAN

Spoken: Novice | **Written:** Novice | **Reading:** Novice