

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 2026
Minor in African and African Diaspora Studies
GPA: 3.79 | Honors & Awards: Dean's List First Honors (Spring 2023), Eagle Intern Fellowship Recipient

SIT Study Abroad Cameroon: Development & Social Change Program Yaoundé, Cameroon
• Relevant coursework: Black Popular Culture and Studies of Race, Law, and Resistance Fall 2024

RELEVANT EXPERIENCE

McGillycuddy-Logue Center for Undergraduate Global Studies Chestnut Hill, MA
Fellow December 2023 – August 2024
• Engaged and reflected on global issues of social justice through competitive selection into Boston College's Office of International Programs and completion of two related courses
• Participated in two educational retreats focused on international advocacy and social change in order to increase global fluency and raise awareness of relevant issues to BC campus community
• Gained first-hand understanding of the implications of social justice issues by working amongst local impoverished communities and participating in service-learning in Granada, Spain

International Focus, Inc. Raleigh, NC
International Exchange Program Associate Summer 2023
• 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 with 50+ attendees between Kosovar delegation and company leaders to discuss program goals for both parties
• Researched and proposed three future program partnerships to increase student experiences with international leaders, 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 2024 – Present
• Train team of 70 International Assistants on how best to navigate language barriers and cultural differences amongst their small groups in an effort to increase level of student cultural competency
• Guide 5+ first-year international and exchange students through their transition to a U.S. 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 2023 – May 2024
• Coordinated unifying events for marginalized groups on campus with 18 other culture clubs on Boston College campus included a Unity Dinner and Black Family Weekend
• Crafted an annual portfolio detailing Black Student Forum's events and achievements for the 2023-2024 academic year, earning the club 2nd place in the Boston College Culture Club of the Year competition

SKILLS

Language: Spanish (Conversational, English (Native)) | **Technical:** Microsoft Office Suite, Excel

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 2025
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 2023-Spring 2024), Second Honors (Fall 2022-Spring 2023)
Speech & Debate: Regional 3rd Place Finalist (2023), Oregon State 4th Place Finalist (2022)

VOLUNTEER EXPERIENCE

City of Boston: Department of Neighborhood Development; Boston, MA Summer 2024
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 2023 – May 2024
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 2023 – 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 2022 – 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

05/2024 – 08/2024

82 Marker Street
Buffalo, NY 14209
United States

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

06/2024

Plac Ksiedza Jana Skarbka 5
Oswiecim, 32600
Poland

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

03/2023 – 03/2024

140 Commonwealth Avenue
Chestnut Hill, MA 02467
United States

Hours per week: 10

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

Program Leader: United States & Mexico Border Group

08/2023 – 03/2024

- 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

08/2022 – 03/2023

- 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

08/2022 – 05/2023

Hours per week: 7

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

Class of 2026 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

05/2026

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

08/2023 – 12/2023

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

Haley Comet

207.207.2070 • hcomet@bc.edu • Boston, MA • LinkedIn Profile URL

GRADUATE RESUME

EDUCATION

Woods College of Advancing Studies, Boston College

Master of Science in Cybersecurity Policy and Governance. GPA: 3.64/4.0.

Chestnut Hill, MA

May 2026

University of Hartford

Bachelor of Arts in Legal Studies and Psychology. GPA: 3.45/4.0.

Hartford, CT

May 2020

RELEVANT EXPERIENCE

Massachusetts Port Authority, East Boston, MA

August 2023 - Present

Cybersecurity Analyst

- Appointed as assistant project manager for organization-wide implementation of Microsoft Office 365, including staff education and account setup.
- Employed SIEM tools such as Darktrace, Splunk, SentinelOne and Carbon Black to threat hunt.
- Managed a third party risk program for over 60 vendors and implemented a GRC platform for IT.
- Identified system vulnerabilities via Tenable and patched critical systems weekly.

Fidelity National Information Services, Inc.

October 2022 - August 2023

Operations Analyst

- Examined how incoming mail and capture teams utilize capture hardware to open and image customer payments.
- Observed how the data entry team and balancing team reconcile and prepare each exception that requires completion prior to transmitting the payment information to the bank.
- Provided observations and recommendations to both eliminate waste and confusion and increase efficiency of the operation.

United States Air Force, Hanscom AFB, MA

July 2020 - September 2022

Operational Specialist

- Reconciled critical data by collaborating with on-site supervisors to transfer data into information management databases for operational teams.
- Designed two teams of inflight cyber responses in 14 B-1 Bomber Lancer jets to support 800 flying missions annually.
- Programmed avionic software in accordance with Air Force information security policies and DoD regulatory requirements.

Information Technology Services, University of Hartford, Hartford, CT

September 2018 - May 2020

Help Center Technician

- Provided on-demand technical support to students, faculty, and staff in person and via phone and educated clients about frequent causes of computer issues.
- Employed technological expertise to troubleshoot hardware and software issues on a variety of computer systems.
- Ensured functionality of publicly available computers by maintaining up-to-date software and strong network connectivity.
- Prioritized service request tickets and logged incidents and requests.

SKILLS

Computer: Office 365, Google Suite

Database & Analytics Tools: SQL, SAS Enterprise Miner, R