



RESUME GUIDE

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INTRODUCTION

WHAT IS A RESUME?

A resume is a summary of your education, professional experience, and technical skills that are directly related or relevant to a specific position for which you are applying.

WHAT A RESUME IS NOT

A resume is not meant to be an accounting of your entire professional and academic history. Written with a specific employer in mind, it should **only include** the experience, education, and skills that relate directly to an employer's hiring needs.

THE POWER OF A RESUME

In combination with a well-crafted cover letter, a resume is a marketing tool designed to persuade an employer that you possess the skills and qualifications to warrant further consideration—via an interview—for a given position. While a strong resume will help you to leave a positive, lasting impression on an employer, a poorly constructed resume will undoubtedly be used to screen you out of the selection process. With so much at stake, your resume should be nothing less than impeccable. The following guide will help you to achieve this goal.

DIFFERENT RESUME FORMATS

The format and content discussed in this guide is applicable to most positions, however it is important to note two major exceptions: non-US based employers and the Federal Government. For non-US based employers, you should consult with the Office of Career Services for additional resources on how to craft your resume. For Federal Government jobs, in addition to OCS staff, you can consult the “Federal Resume Guidebook (5th Edition)” by Kathryn Kraemer Troutman available in OCS. An older version is also available at Bobst Library (Call Number JK16 .T73 2004).

IDENTIFYING THE EMPLOYER'S HIRING NEEDS

Every employer has a unique set of hiring needs that determines what they are looking for in an employee, and by extension, in a resume. Because most employers will only give each resume a 10 to 15 second scan, your resume must immediately highlight the aspects of your education, experience, skills, and qualifications that are most relevant to each employer's hiring needs.

Create a customized and targeted version of your resume in response to every position. In each resume, highlight only the information that is most relevant to each employer's hiring needs. Identify the employer's hiring needs by researching these elements:

1. THE EMPLOYER'S FIELD OF PRACTICE—the issue areas, target populations, and/or sectors in which the organization operates (e.g. healthcare, homelessness, local government, or economic development).

Information about the employer's field of practice can be found on the organization's website and in published research, media coverage, and marketing materials. Demonstrate to the employer that you have relevant experience by highlighting:

- Jobs, internships, and volunteer experiences that occurred in organizations within the same or similar fields of practice;
- Academic degrees, coursework, Capstone, and specializations that focus on the same or similar fields of practice;
- Significant research and publications in the field of practice;
- Membership in relevant professional associations and groups.

2. THE EMPLOYER'S POSITION REQUIREMENTS—the responsibilities, tasks, and core competencies associated with the position to which you are applying (e.g. Program Manager, Policy Analyst, Hospital Administrator, Planner, or Consultant).

Information about the employer's position requirements can be found in the job description and in job descriptions for similar positions in peer organizations. Demonstrate to the employer that you have relevant experience by highlighting:

- Other jobs and internships with similar position requirements;
- Coursework/Capstone in which you performed relevant duties;
- Previous job titles that are associated with similar position requirements;
- Relevant computer skills, language skills, and technical training.

RESUME COMPOSITION

Once you have identified an employer’s hiring needs, begin crafting a version of your resume that draws direct parallels between these needs and your education, experience, and qualifications.

CONTENT

You will know that your resume content is relevant if it addresses the three criteria that all employers use to make hiring decisions:

- 1. CAN YOU DO THE JOB?**—Employers want to know if you possess the requisite experience and skills to successfully perform the functions of the job.

A resume that successfully answers this question demonstrates the knowledge and skills that you’ve gained through relevant work experience (including jobs, internships, Capstone, and volunteer work), education, and research. It also highlights the ways in which these elements are related to the employer’s position requirements.

- 2. WILL YOU DO THE JOB?**—Employers want to know if you are committed to the issues and populations that drive the organization’s work.

A resume that successfully answers this question emphasizes the degree to which your relevant work experience (including jobs, internships, Capstone, volunteer work), education, and research are related to the employer’s mission and field of practice.

- 3. WILL YOU FIT IN?**—Employers want to know if your personality and work style match the culture of their organization.

A resume that successfully answers this question incorporates language from the job description and other industry specific jargon, which demonstrates your understanding of the issues, policies, stakeholders, and other factors that impact the organization’s work. This also helps to convey shared organizational values, which are further emphasized in the cover letter and interview.

EXCLUDING INFORMATION THAT IS NOT RELEVANT (CREATING TIME GAPS)

It is okay to de-emphasize or even omit experiences that are not relevant to an employer’s hiring needs. If you are wondering whether or not an experience is relevant, consider how it relates to the position for which you are applying. If you worked with similar issues and populations but used different skills, emphasize the context of your work and de-emphasize the skills that were involved. Conversely, if you worked on completely different issues, policies, and populations, emphasize the transferable skills that you used and gained.

If your past experience is not at all related to the position for which you are applying, it may be beneficial to eliminate it altogether. Keep in mind that employers will typically disregard small “time gaps” on your resume if the other entries demonstrate that you have a substantial amount of relevant experience.

DEMONSTRATING YOUR ACCOMPLISHMENTS

Employers want to know that you have the ability to make an impact on their organization. This is best demonstrated through past accomplishments that satisfy one or more of the following criteria:

- You created or helped create new programs
- You achieved equal results with fewer resources
- You improved the efficiency of operations
- You achieved something positive for the first time

QUANTIFYING YOUR WORK

Employers like results that can be demonstrated in numerical terms – including dollar amounts, percentages, and figures that show the scope of your work and accomplishments. See the following examples of quantified accomplishments:

- Launched a program for 4,000 Latino(a) patients to facilitate access to medical treatment and reduce cultural barriers to service delivery
- Initiated a fee for service training program that increased revenue by 38% and helped address organizational cash flow deficiencies
- Increased revenue by 15% by reviewing third party payments for irregularities

❖ **Note:** Only list numerical values if they are greater than or equal to those associated with the employer's position requirements.

STRUCTURE

Your resume should read like a fact sheet, with all of the information that employers want to see strategically listed in the categories outlined below.

NAME & CONTACT INFORMATION

At the top of your resume, list your name, address, phone number, and email address. Include any letters that should come after your name to designate relevant degrees or licensure. Avoid the use of email addresses that could be construed as too personal or unprofessional (e.g., no1yankeesfan@hotmail.com) and do not use the email account for your current job. When in doubt, use your NYU email address or a professional email address (e.g., Jane.Doe@gmail.com). Also, be sure that the outgoing recording on your voice messaging system is professional. See the examples below for how to include your contact info:

IMA GO-GETTER 295 Lafayette Street New York, NY 10012 212-998-1212 address@nyu.edu

IMA GO-GETTER 295 Lafayette Street ~ New York, NY 10012 ~ 212-998-1212 ~ address@nyu.edu
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EDUCATION

After your contact information, list your education if education is more relevant to the position for which you are applying than your professional experience (if you have significant relevant experience you will want to list education after experience). Include the full names of the graduate and undergraduate institutions that you have attended in reverse chronological order (i.e., NYU Wagner listed first). Under each school, list any relevant (to the position you are applying to) degree programs, specializations, coursework (3-5 courses), research, and academic groups as well as your expected/actual graduation date. See the example below:

NEW YORK UNIVERSITY Robert F. Wagner Graduate School of Public Service Master of Public Administration, Expected May 2019 Specialization: Management <ul style="list-style-type: none">o Relevant Coursework: Strategic Management, Managing Human Resources, Marketing for Nonprofit Organizations, Fundraising, Nonprofit Lawo Relevant Research: The Impact of an Economic Recession on Social Enterpriseo Member, Nonprofit Network	New York, NY
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RELEVANT EXPERIENCE

List your experience immediately after your contact information if it is a greater asset than your education, or if you have three or more years of recent professional experience that directly relates to the position for which you are applying. Otherwise, list your experience after your education or relevant research. In this section, list relevant jobs, internships, volunteer positions, and Capstone. For each entry, include the name of the organization, the location (city and state postal abbreviation), your title and department, and your dates of employment. Consider the following example:

PRESBYTERIAN MEDICAL CENTER , New York, NY Director of Billing, Department of Surgery	7/16 - Present
<ul style="list-style-type: none">• Manage department's billing system and specialty billing office through which revenues in excess of \$30 million flowed annually• Provide operational assistance to 35 faculty practices in revenue enhancement and cost reduction opportunities• Train and develop front-line and senior staff on compliance policies and procedures related to Medicare/Medicaid enrollment, managed care plans, and GAAP standards• Convert department from multiple billing systems to standardized/centralized system.	

Arrange your experience entries in reverse chronological order. The experiences that are most relevant to the position to which you are applying should have the most bullets (no more than 5 to 7). This way, the most relevant experiences will appear larger on the page and attract the employer's attention. Arrange the bullets describing each experience in order of importance, with the most relevant and substantial information **listed first**.

HOW TO INCLUDE YOUR CAPSTONE

Document this experience as part of an NYU Wagner team-based project. For most Capstones, your title will be "Project Associate," and your first bullet should follow the format listed in the example below:

CITIZENS HOUSING AND PLANNING COUNCIL , New York, NY Project Associate, NYU Advanced Project in Urban Planning	9/18 - Present
<ul style="list-style-type: none">• Serve on 4-person team consisting of NYU Wagner graduate candidates to identify recommendations for commercial development of Woodside, Queens in response to citywide and regional needs• Analyze current urban design elements, land use, and housing conditions• Conduct demographic analysis, including review of population and employment trends in order to determine present and future needs of area and forecast economic growth	

COMPUTER SKILLS & FOREIGN LANGUAGES

List your computer skills in order of their technical complexity and relevance to the position for which you are applying. For example, if you are applying for a research assistant position, it is best to list your SPSS skills before Microsoft Office Suite. Do not oversell your level of proficiency in a foreign language (fluent means you could interview in the language). Though not required, it may be helpful to qualify your language skills.

Computer Skills: SPSS, STATA, Microsoft Office Suite
Languages: Spanish (Proficient), French (Fluent), Creole (Conversational)

RELEVANT RESEARCH & PUBLICATIONS (IF APPROPRIATE)

Include research and publications in your resume if: the employer references it in the job description; your research experience relates directly to the employer's field of practice; and/or it highlights technical skills and expertise that matches the employer's stated position requirements.

- **If you have conducted or contributed to relevant research as a function of a job or internship,** describe your research activities and accomplishments along with the other details of the job or internship in the "Relevant Experience" section of your resume.
- **If you have conducted or contributed to relevant research as a function of your coursework,** list the titles of the most relevant projects in the education section of your resume. As depicted in the example on page 5, each study/project title should be documented under the academic institution where you conducted the research.
- **If you have conducted or contributed to one or more high level, post-graduate studies (preferably published research),** create a "Relevant Research" section in your resume. In this section, list each study in alphabetical order by the author's last name, using APA or MLA style format to document all of the relevant information about the study. See the example below (APA format):

RELEVANT RESEARCH

Author, A. A., Author, B. B., & Author, C.C. (Year). Title of Article. Title of Periodical, volume number (issue number), pages.

Harlow, H. F. (2003). Evaluating Capacity Building Strategies and Techniques. Journal of Management Science, 55, 893-896.

- ❖ **Note:** Be sure that the research you include in this section is highly relevant and indicative of advanced research skills.

ADDITIONAL/OPTIONAL ELEMENTS

Use the following categories to list any remaining, relevant information that does not fit easily into the aforementioned sections:

- Professional Association Memberships
- Relevant Certification or Licensure (list letters designating your credentials after your name at the top of the page)
- Recent Security Clearances (typical for government jobs)
- Non-Degree Trainings (only if the training is an industry standard such as HIPPA training in the medical field)
- Additional experience (things you want to include that aren't directly related, but cover time periods)

WHAT DOES NOT BELONG IN A RESUME

- An Objective Statement – Put this information in your cover letter
- GPA – At the graduate level, your GPA is only relevant when an employer asks for evidence of your academic abilities
- References Available Upon Request – This much is assumed
- Undergraduate Activities – This can imply you have little experience
- Unrelated Extra-Curricular Activities
- Personal Information, such as interests, marital status, or birthdate

LANGUAGE

The words and phrases used in standard resume writing can differ from other written materials. Be sure to:

- Use concise bulleted points to describe each of your professional experiences
- Begin each statement with an action verb
- Avoid pronouns (I, my, she, they, their, our) or articles (the, a)
- Emphasize that you will fit in by incorporating language from the job description into the bullets describing each experience
- Only use acronyms or jargon that are industry norms
- Use the present tense for all things related to your current position(s) and the past tense for things done in previous positions

PUT THE RIGHT WORD IN THE RIGHT PLACE

Action verbs that describe your **planning** skills include:

Conceived	Formulated	Planned
Created	Initiated	Projected
Designed	Innovated	Reorganized
Developed	Instituted	Revised
Devised	Invented	Scheduled
Engineered	Justified	Solved
Established	Laid out	Systemized
Estimated	Organized	Tailored
Experimented	Originated	Transformed
Formed		

Action verbs that describe your skills in **directing** employees include:

Administered	Determined	Ordered
Approved	Directed	Prescribed
Authorized	Guided	Regulated
Conducted	Headed	Specified
Controlled	Instructed	Supervised
Decided	Led	Trained
Delegated	Managed	

Action verbs that describe your **investigative** skills include:

Analyzed	Discovered	Proved
Assessed	Evaluated	Researched
Calculated	Familiarized	Reviewed
Computed	Investigated	Searched
Correlated	Observed	Studied

Action verbs that convey your **leadership** skills include:

Accepted	Developed	Operated
Achieved	Doubled	Overcame
Adopted	Established	Performed
Arranged	Evaluated	Prepared
Assembled	Experienced	Presented
Assumed	Gathered	Produced
Attended	Halted	Received
Audited	Handled	Reduced
Built	Improved	Reviewed
Checked	Implemented	Simplified
Classified	Initiated	Sold
Collected	Installed	Transacted
Compiled	Integrated	Tripled
Constructed	Maintained	Used
Described	Made	Utilized

Action verbs that describe your ability to provide effective **service** include:

Carried out	Explained	Provided
Committed	Facilitated	Purchased
Delivered	Furnished	Rewrote
Demonstrated	Generated	Sent
Earned	Inspected	Serviced
Exchanged	Installed	Submitted
Expanded	Issued	Transmitted
Expedited	Procured	Wrote

Action verbs that describe your **interactive** skills with other people include:

Advised	Cooperated	Participated
Aided	Coordinated	Promoted
Apprised	Counseled	Recommended
Clarified	Helped	Represented
Coached	Informed	Resolved
Conferred	Inspired	Suggested
Consulted	Negotiated	Unified
Contributed		

FORMAT

Your resume must look flawless! A single error in a resume may cause the employer to assume that you are careless in your work. Proofread your resume. Proofread it again. Have at least two other people proofread your resume. Then, proofread your resume at least one more time.

PAGE LENGTH

Generally, your entire resume should fit on one page unless you have more than seven to ten years of relevant experience. Here, “relevant experience” refers to jobs, internships, volunteer opportunities, and research that **relate directly** to the employer’s field of practice and the position requirements.

BULLETS

Employers prefer to read resumes that use bullets to describe relevant experience, and they often discard resumes loaded with narrative text. Bullets:

- Help the reader find specific information quickly
- Help you highlight responsibilities, skill sets, and accomplishments that warrant additional focus
- Allow you to quickly arrange and re-arrange your resume entries to show relevance to a specific employer or sector

FONT & MARGINS

- Use consistent and clear fonts. Resist the urge to be fancy. “Times New Roman” or “Arial” are safe bets.
- Avoid the use of italics—they can be difficult to read.
- Use a font size of 10-12 (**do not** use a size smaller than 10).
- Maintain a sufficient amount of white space on the page so that your resume is easy to read. Remember, what matters most is the quality—not the quantity—of what you write in a resume.
- Use consistent margins; they should never be smaller than 0.5 inches.
- Use 8 ½ x 11 inch white or off-white, high quality, unscented paper. When faxing your resume, only use white paper. Always use black ink.

When emailing your resume it is best to send it in PDF format so that the formatting does not change when the employer opens it. However, always follow the employer’s instructions if they are requesting a specific format.

SAMPLE RESUMES

Jo B. Seeker

212.992.0000 | job.seeker@gmail.com | 295 Lafayette Street | New York, NY 10012

EDUCATION:

New York University

New York, NY

Robert F. Wagner Graduate School of Public Service

Master of Public Administration – Health Policy and Management, Expected May 2019

Relevant Coursework: Comparative Health Systems, Managing Service Delivery, Health Economics, Healthcare Information Technology

Member: Health Leaders of New York, Wagner Health Network

Cornell University

Ithaca, NY

Bachelor of Science, Industrial and Labor Relations, May 2010

Certificate in Human Resource Management, December 2011

PROFESSIONAL EXPERIENCE:

NYU Langone

New York, NY

Human Resources Manager

October 2015-Present

- Manage benefit plans for 250+ employees, including staff enrollments, billing, annual open enrollment, vendor relations, and COBRA.
- Collaborate with senior leadership to develop new organizational assessments focused on employee engagement; increased employee retention by 40%.
- Source, screen, interview, and evaluate candidates to determine competencies and qualifications for employment.
- Revised Performance Management System policy and procedure manual and all related documents and employee communications.

Chemonics

Washington, DC

Talent Manager

May 2013-August 2015

- Collaborated with global recruitment team and regional hiring directors to forecast recruiting needs and develop supporting recruitment strategies.
- Revised, implemented, and managed HR processes, including new employee orientation and professional development training sequence.
- Managed a team of two recruiters tasked with high-volume, quality focused hiring of primarily bilingual candidates to be placed within international offices.

Deloitte Consulting, LLP.

New York, NY

Campus Recruiter

January 2011-May 2013

Human Capital Summer Analyst

June-August 2009

- Developed and implemented strategic recruitment plans to identify and hire talent from top ranked masters and undergraduate programs in the tri-state region.
- Conducted case study and behavioral interviews, evaluated candidates, presented at recruiting events, and teamed with recruiters to run summer internship program.

VOLUNTEER EXPERIENCE:

Community Health Advocates, Volunteer

2015 – Present

- Interact with New Yorkers at various community events to give information about health care options in New York.

Young Nonprofit Professionals Network, Fundraising volunteer

2014 – 2015

- Raised over \$5,000 for annual event through individual donations.

District of Columbia Public Library, Resume coach

2013 – 2014

- Reviewed resumes and provide basic job search coaching to library patrons.

SKILLS:

Computers: Salesforce, WorkDay, PeopleSoft, HTML, Excel, Word, & PowerPoint

Languages: Spanish (conversational)

Ima Go-Getter

295 Lafayette Street, New York, NY 10012
212.992.0000 * ima.gogetter@gmail.com * linkedin.com/in/imagogetter

EDUCATION

New York University

Robert F. Wagner Graduate School of Public Service

Master of Public Administration, Specialization in Public Policy Analysis, Expected May 2020

Member, Wagner Education Policy Student Association

New York, NY

University of Michigan

Bachelor of Arts in Political Science and Public Policy, May 2018, *summa cum laude*

Awarded 'Michigan in Washington' Public Service internship scholarship, Spring 2017

Ann Arbor, MI

PROFESSIONAL EXPERIENCE

University of Michigan, Gerald R. Ford School of Public Policy

Undergraduate Research Assistant, Education Policy Initiative

Ann Arbor, MI
September 2017 – May 2018

- Collaborated with faculty and graduate student researchers on a state-wide analysis of the effect of charter schools on student performance and postsecondary schooling decisions.
- Researched education policy relating to charter schools, including analyzing data sets, reading and summarizing existing research, reviewing state and federal legislation.

U.S. Department of Education, Office of Communication and Outreach

Communications Intern

Washington, DC
January 2017 – May 2017

- Wrote and edited newsletters and press releases for external constituents in support of new federal education initiatives.
- Researched and compiled information to prepare briefing books and memos focused on Race to the Top grant funding.
- Assisted staff with daily operations, including coordination with regional and national media outlets.

Michigan House of Representatives, Office of Representative A. Smith

Legislative Intern

Lansing, MI
September 2016 – December 2016

- Tracked advancement of bills through the legislative process, including monitoring of committee hearings, securing committee testimony, and reviewing records.
- Drafted memos, press releases, talking points, and constituent communications for Representative Smith and senior staff.

University of Michigan, Ginsberg Center for Community Service and Learning

Program Assistant

Ann Arbor, MI
September 2015 – May 2016

- Developed new volunteer satisfaction survey to track student engagement and inform campus programming.
- Co-chaired planning committee for campus Day of Service, engaged 200 students serving 10 community non-profits.
- Created new service-focused social media content for the Ginsberg Center; increased student online interactions by 50%.
- Supported daily operations of the office, including scheduling for Director and responding to student and faculty inquiries.

United Way of Washtenaw County

Community Impact Intern

Ann Arbor, MI
May 2015 – August 2015

- Coordinated and edited materials for staff meetings, volunteer trainings, and special events.
 - Maintained volunteer search database and managed volunteer assignments for over 100 volunteers of all ages.
 - Initiated and cultivated high quality relationships with community partners and local non-profits.
-

SKILLS

Computer: SPSS, Excel, PowerPoint, Word, Adobe Photoshop

Languages: Spanish (fluent), French (proficient)

I. M. Pact

295 Lafayette Street New York, NY 10012 • 212-998-0000 • i.m.pact@nyu.edu

Education

New York University, *Robert F. Wagner Graduate School of Public Service*, New York, NY

Master of Urban Planning, Specialization in Economic Development and Housing, *Expected May 2019*

Relevant Coursework: Community Organizing, Public Policy and Planning in New York, Land Use, Housing and Community Development Seminar, Real Estate Finance

New York University, *College of Arts and Science*, New York, NY

Bachelor of Arts, Metropolitan Studies

May 2015

Experience

Enterprise Community Partners, *Project Associate*, September 2018-Present New York, NY

- Worked on team of NYU Wagner graduate students to create a toolkit for Enterprise Community Partners, a leading provider of development capital and capacity building for affordable housing communities
- Researched information on the Low-Income Housing Tax Credit to create guide
- Proposed policy recommendations to preserve affordable housing
- Interviewed various city officials to understand implications of policy recommendations

NYC Housing Preservation and Development, *Intern*, January 2018 – August 2018 New York, NY

- Served as junior project manager on predevelopment, construction, and conversion projects
- Performed financial analysis and underwriting for a variety of projects
- Managed, monitored and tracked project progress by working with internal divisions
- Worked with external partners, including for-profit and nonprofit developers, banks, tax credit syndicators and investors, general contractors, and other government agencies
- Prepared, maintained, and circulated written correspondence, documents, reports, and files

The Prosperity Institute, *Research Assistant*, July 2015-August 2017 Oakland, CA

- Researched design and planning at national public policy and advocacy institute
- Helped in designing research methodology for community reinvestment and housing
- Participated in leadership training with community members
- Supervised two undergraduate researchers

Professional Associations and Community Involvement

Member, American Planning Association, September 2017-Present

Vice Chair, Urban Planning Student Association, NYU Wagner, May 2017-Present

Volunteer, Habitat for Humanity, September 2012-May 2013

Jumpstart AmeriCorps Member, NYU, September 2013-May 2014

Skills

Computer: ArcGIS, Adobe Creative Suite, Microsoft Office Suite

Language: Fluent in written and spoken Spanish

BE A. LEADER

295 Lafayette Street • New York, NY 10012 • 212-998-0000 • name@nyu.edu

RELEVANT EXPERIENCE

International Women's Health Coalition, *Program Officer, International Policy*, New York, NY June 2017-Present

- Provide strategic insight to implement initiatives to advance comprehensive sexual and reproductive rights
- Manage grant making process for organizations that support women's health at the local and international level
- Design and coordinate monitoring and evaluation efforts across organization
- Coordinate with international governments, UN agencies, and stakeholders to share data on women's health
- Research, write, present, and publish papers on selected policy issue
- Cultivate and maintain relationship with international partners to improve grant making processes

Social Accountability International/Rapid Results Institute, *Project Associate*, New York, NY, September 2016-May 2017

- Served on a team of NYU Wagner graduate candidates to assess sustainability of management project
- Conducted impact assessment of pilot program utilizing managing change framework
- Developed program logic model to map relationships between resources, activities, outputs and outcomes of the programs design
- Proposed monitoring and evaluation plan to support expansion of program into additional countries

United Nations Development Programme, *Intern*, New York, NY, May 2016-August 2016

- Performed qualitative and quantitative assessments for country offices on gender and health
- Researched and wrote report cards summarizing trends in various countries

International Rescue Committee, *Intern*, New York, NY, January 2016-May 2016

- Assisted in facilitating orientation and training workshops for refugees regarding health, navigating local transportation, city resources, and job readiness
- Coordinated with translators for orientation and outreach sessions
- Organized and updated database with incoming refugee information

US Peace Corps, Corriverton, *Community Health Volunteer*, Guyana, September 2012-May 2014

- Organized and educated communities on family health, infant nutrition, and HIV/AIDS
- Administered community assessment over three month period to assess health education needs in community
- Coordinated group of volunteers to improve area hospital
- Facilitated training for rural health workers on various health topics so that they could work in their communities
- Taught health topics, such as sexual health and HIV/AIDS prevention in local school

ADDITIONAL EXPERIENCE

The Carter Center, *Development Intern*, Atlanta, Georgia, Summer 2011

Makina Community Development Program, *Intern*, Nairobi, Kenya, Fall 2010

EDUCATION

New York University, New York, NY

Robert F. Wagner Graduate School of Public Service

Master of Public Administration, specialization in International Policy and Management, May 2017

American University, Washington, DC

School of International Service

Bachelor of Arts in International Studies, May 2012

Study Abroad: American University in Nairobi

SKILLS

Languages: Basic Spanish, Basic Swahili

Computer: Microsoft Office Suite, SPSS, basic HTML