

JOHN SAMPLE

Baltimore, MD 21201 | XXX-XXX XXXX | j_sample@example.net

SUMMARY OF QUALIFICATIONS

- Up-to-date understanding of foreign trends and target markets throughout South America
- Strategic thinker: can anticipate potential issues and propose appropriate solutions
- Comfortable working with people from a wide variety of backgrounds and cultures
- Microsoft Word, Excel, PowerPoint, Access
- International Honors Society membership
- Fluent in Spanish, French and Portuguese

EDUCATION

University of Baltimore, Baltimore, MD

Bachelor of Arts, Policy, Politics and International Affairs

May 20XX

- Relevant Coursework: Fundamentals of Business Management, Theories of International Relations, Globalization, Government and Public Policy, Negotiations and Conflict Management

EXPERIENCE

Brazilian Embassy, Washington, DC

Embassy Assistant Manager

May 20XX - Present

- Coordinate hospitality arrangements for international diplomats and their staffs
- Direct guests to local attractions, and respond as needed to emergencies
- Answer a multi-line phone and direct calls as appropriate
- Create and send correspondence under the direction of upper management
- Maintain confidential documentation of all activities

Hope for Horses

Event Coordinator

March 20XX - June 20XX

- Communicated with city officials to obtain permits for power, water and facilities
- Coordinated with stakeholders to assure the security of space and public order
- Developed a marketing campaign to promote sales and awareness of annual festival

INVOLVEMENT

Member, Global Affairs and Human Security Student Association, University of Baltimore

May 20XX

President, International Student Association, University of Baltimore

May 20XX - Present