

# FIRST AND LAST NAME

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Graduate student earning dual degrees in Public Policy and Global Affairs with interest in human rights and international development. Experience working in nonprofit organizations and various roles within a university setting. A strong collaborator with writing and research experience and passionate desire to create effective policy that improves human lives and strengthens our environment.

## EDUCATION

**Rutgers, The State University of New Jersey**, New Brunswick, NJ

**Edward J. Bloustein School of Planning and Public Policy & The Graduate School | Newark, NJ**

Master of Public Policy | Master of Science in Global Affairs

**Expected May 2021**

**School of Environmental and Biological Science**

Bachelor of Science in Environmental Policy, Institutions, and Behavior

**May 2018**

Minors in Sustainability and Africana Studies

## CORE COMPETENCIES

- Focus Groups
- Brief Preparation
- Analytical Skills
- Social Media Content
- Event Planning
- Data Analysis
- Community Outreach
- Literature Reviews
- Training

*Microsoft Word, Excel, PowerPoint, SPSS, Stata, Facebook, Instagram, Twitter*

*Beginner French; Fluent Spanish*

## EXPERIENCE

**Rutgers University | New Brunswick, NJ**

**Fall 2014 – Present**

**Department of African, Middle Eastern & South Asian Literatures & Languages | 11/2018 – Present**

### ***Event Planning Assistant***

- Coordinate travel arrangements for domestic and international affiliates of the AMESALL department
- Assistant organizer of the Global Africa, Migration & the Arts Intercollegiate Symposium at Rutgers University

**Research Assistant | Human Ecology Department | 1/2016 - 5/2018**

- Studied hunger among Rutgers New Brunswick students & the Breakfast After the Bell Program in New Brunswick Public Schools
- Completed literature reviews and preliminary research necessary to publish official surveys
- Collected, organized, and analyzed data using platforms such as SPSS
- Participated in focus groups and conducted interviews with various parties around the country

**Technical Assistant | Islam and African Literature Course | Fall 2017**

- Operated video equipment and technical software to ensure video connection between Rutgers and the University of Michigan in an online classroom

**Office Assistant | Center for African Studies | 9/2014 – 5/2017**

- Liaison for the Center and other University departments to coordinate
- Facilitated visiting African scholars by preparing itineraries
- Assisted in the organization of scholarly visits and other events
- Represented the Center during outreach events such as career fairs

**Lower Raritan Watershed Partnership | New Brunswick, NJ**

**Fall 2016**

**Assistant to Executive Director**

- Attended stakeholder meetings and maintained detailed minutes
- Coordinated and assisted with community outreach events designed to engage New Brunswick residents

**Environment New Jersey | New Brunswick, NJ**

**Summer 2015**

**Outreach Intern**

- Recruited and trained new staff members to work on the *Clean Water Campaign*
- Attended rallies at the New Jersey State House, engaging with dozens of New Jersey residents on a daily basis