

# JANE DOE

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## EDUCATION

**University of Baltimore (UBalt), Baltimore, MD**

**May 2024**

*Master of Arts in Global Affairs and Human Security*

**Middle East Technical University, Northern Cyprus Campus (METU NCC), Ankara, Turkey**

**July 2022**

*Bachelor of Science in Political Science and International Relations*

## RESEARCH

**Political Science and International Relations Program, METU NCC, Ankara, Turkey**

**March 2022 - June 2022**

*The Role of Women in Peace and Conflict Resolution. A Case Study of South Sudan*

- Conducted desktop research and interpreted qualitative and quantitative data for the research.
- Expressed results and findings in the form of a 30-page dissertation paper.

## EXPERIENCE

**Maryland Department of Emergency Management (MDEM), Baltimore, MD**

**June 2024 - Present**

*Administrative Aide*

- Provide direct administrative support and clerical work to assist the Director of Consequence Management & the Director of Disaster Risk Reduction
- Serve as a member of project teams, developing materials, writing, reviewing, and finalizing project deliverables.
- Provide organizational support, scheduling support, drafting of documents, and processing support materials for projects.
- Assist in scheduling, data entry, telecommunications, creation and maintenance of files, preparation and distribution of correspondence, communication with stakeholders, development of reports/documents, and monitoring of databases.

**MDEM, Baltimore, MD**

**February 2024 - May 2024**

*Intern*

- Assisted MDEM's Chief Diversity, Equity, & Inclusion Officer, the Chief Development Officer, and the Chief Resilience Officer with coordination of meetings, management of websites, and development of supplemental information for various stakeholders.
- Researched various topics per preceptor's preference, data entry and other duties as assigned.
- Worked on projects related to the Maryland Department of Emergency Management's internal and external operations and efforts.

**Hamilton Lauraville Main Street, Baltimore, MD**

**May 2023 - August 2024**

*Intern*

- Collected data and developed a data inventory of the businesses on Main Street in the Baltimore area.
- Established a running list of local businesses that required Façade improvements on Main Street.
- Coordinated a grant project to improve public and community safety on Main Street.
- Attended regular meetings with business owners and community leaders to discuss façade improvement projects.

**The University of Baltimore, Baltimore, MD**

**February 2023 - May 2024**

*Graduate Assistant*

- Utilized online research tools to gather information on Human Rights issues in the Democratic People's Republic of Korea (DPRK).
- Worked with a faculty member on developing briefings and gathering research for United Nations (UN) Special Rapporteur to DPRK.
- Conducted research on the UN, Women, and Peace in the DPRK for the purpose of supporting publication of future research papers.

**United Nations Association of the National Capital Area (UNA-NCA)**

**January 2023 - April 2023**

*Graduate Fellows Program*

- Attended weekly sessions on the workings of and careers at the UN.
- Developed analytical and problem-solving skills through in-class group work.
- Attended the 2023 UNA-USA global engagement summit.

**Global Affairs and Human Security Student Association | UBalt**

**September 2022 - September 2023**

*Vice President*

- Organized events to connect students, alumni, and faculty and to discuss relevant global affairs topics.
- Coordinated the Capstone Celebratory Reception event to celebrate students graduating from the program.

**Writing Center | Metu NCC**

**November 2021 - July 2022**

*Writing Fellow Tutor*

- Provided written feedback on 6-7 students' course assignments per semester, focused on improving their writing skills.
- Attended weekly training sessions on professional and academic writing.

**CERTIFICATIONS**

- **Victim Assistance Foundational Training - Roper Victim Assistance Academy of Maryland** **February 2024**
- **Victim Services Certified Professional - Maryland Victim Assistance Certification Program** **February 2024**

**SKILLS**

**Technical:** Highly Proficient in Microsoft PowerPoint, Microsoft Excel, Information Technology Security, Online Essentials, Online Collaboration, Microsoft Word, and Microsoft Access.

**Language:** English & Swahili (Native), Turkish (Intermediate)