

# Jane Doe

Baltimore, MD 21201  
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## Summary

Dedicated Public Affairs master's candidate with a profound understanding of public policy, strategic communication, and community engagement. Seeking a challenging position to utilize expertise in public affairs, advocacy, and policy analysis to drive positive change and contribute to meaningful initiatives in the Baltimore area.

## Skills

- Policy Analysis and Research
- Strategic Communication and Public Relations
- Public Administration and Governance
- Advocacy and Lobbying Strategies
- Community Engagement and Outreach
- Data Analysis and Reporting
- Public Affairs Campaign Management
- Public Speaking and Presentation Skills
- Proficient in Microsoft Office Suite and Public Affairs Software

## Experience

11/2023 - Current

**Minnesota Governmental Relations Council** - Minneapolis, MN  
**Communications Assistant**

- Assist in developing and implementing communication strategies to enhance clients' public image.
- Draft press releases, social media content, and website updates for various campaigns.
- Monitor media coverage and analyze its impact on clients' reputations.

11/2022 - 11/2023

**Minnesota Governmental Relations Council** - Minneapolis, MN  
**Policy Intern**

- Conducted in-depth policy analysis and research on issues related to LGBTQ+ inclusion.
- Prepared policy briefs, reports, and presentations for internal and external stakeholders.
- Participated in meetings with policymakers, advocating for evidence-based policy solutions.

## Education and Training

Expected in 05/2024

**University of Baltimore** - Baltimore, MD  
**Master of Public Affairs**

- Public Policy Analysis
- Strategic Communication for Public Affairs
- Public Administration and Governance
- Lobbying and Advocacy Strategies
- Public Affairs Research Methods
- Ethical Issues in Public Affairs

05/2022

**Temple University** - Philadelphia, PA  
**Bachelor of Arts: Political Science**

## Accomplishments

- Member, National Association of Public Affairs Professionals (NAPAP)
- Member, Public Relations Society of America (PRSA)

## Certifications

- Certificate in Public Affairs Leadership
- Public Relations Professional Certification

## Activities and Honors

- Civic Engagement Volunteer, Minneapolis Police Department, Minneapolis, MN | 09/2022 - Present
- Community Service Volunteer, Community Advocacy Group, Philadelphia, PA | 04/2021 - 01/2022

## Languages

**English:**  
Native/ Bilingual

**Arabic:**  
Native/ Bilingual