

Fredrick Federal
123 President Drive
Philadelphia, PA 19121
Mobile: 215-200-2222
Email: fredrick.federal@temple.edu

Country of citizenship: United States of America
Veterans' Preference: No
Highest Grade: GS-02-07, 06/20XX-08/20XX
Contact Current Employer: Yes

AVAILABILITY
Job Type: Permanent, Temporary positions
Work Schedule: Full Time, Part Time

DESIRED LOCATIONS
US-DC-Washington/Metro
US-VA-Northern

WORK EXPERIENCE
Department of Political Science 09/20XX – 5/20XX
Temple University
Philadelphia, PA US
Salary: 12 USD Per Hour
Hours per week: 25

Research Assistant

- Wrote reports using Microsoft Word about international security and political economies, including graphs and charts, which provided professors with crucial information necessary to conduct their research.
- Managed database in Microsoft Access by retrieving and entering data from over 15 projects, creating a centralized location for 25 staff members to easily access information for conducting research.
- Coordinated with 25 faculty members and research partners from the research team via telephone and email to prepare weekly meetings and facilitate communication among research leaders which improved team efficacy and efficiency by brainstorming ideas and meeting deadlines.
(Contact Supervisor: Yes, Supervisor's Name: Dr. Albert Einstein, Supervisor's Phone: (215) 204-XXXX)

ABC Tech 5/20XX – 9/20XX
Los Angeles, CA US
Salary: 11 USD Per Hour
Hours per week: 40

Receptionist/Administrative Assistant

- Coordinated the master calendar of all internal and external events resulting in fluid operations while supporting more than 50 employees by assisting them with scheduling management.

- Prepared employee surveys and project metrics using Windows Excel by compiling information and generated tables and graphs used in monthly presentations measuring company performance and to identify areas to improve operations.
- Employed strong customer service to visitors and callers by providing routine information and directing them to appropriate staff and locations for appointments and responding to inquiries regarding basic company operations. (Contact Supervisor: Yes, Supervisor's Name: John Doe, Supervisor's Phone: (909) 555-XXXX)

EDUCATION

Temple University
 Philadelphia, PA
 Bachelor of Arts – 5/20XX
 GPA: 3.45 out of 4.0
 120 Semester Hours
 Major: Political Science
 Relevant Coursework, Licenses and Certifications:
 Macro Economics, Micro Economics, Public Policy Process

LANGUAGES

Spanish
 Spoken: Intermediate
 Written: Intermediate
 Read: Intermediate

AFFILIATIONS

International Affairs Society	Vice President
College Democrats	Events Chair

REFERENCES

Dr. Albert Einstein	Department Chair Department of Political Science Temple University (215) 204-XXXX AEinstein@temple.edu Professional
John Doe	Director ABC Tech (909) 555-XXXX JD@abctech.com Professional

ADDITIONAL INFORMATION

- Skills:
- Proficient in Windows-based programming including Excel spreadsheet, Word processing, Access, and PowerPoint.