

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Project Management Intern - Company / Location

MONTH YEAR - Present

- **Job Description:** Interning with a project management team and senior manager to help the team fulfill their daily responsibilities and long-term goals.
- **Results:** Developed an Excel macro for project managers, improved employee onboarding processes, created standardized reporting templates, and improved reduction time by 25%.
- **Additional Competencies:** Managing international stakeholders and partners in India, New York, and Hong Kong by hosting weekly status reports and daily email updates.
- **Other:** Organized interns to improve efficiency and aid with daily office tasks like copying, data analysis, and deliveries.

Data Analyst Intern - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Aiding the data management team in daily tasks involving data gathering, analysis, and translation.
- **Results:** Conducted surveys, compiled data, completed quantitative analyses of over 100 spreadsheets, created a customer form, and harnessed over 10,000 customer opinions.
- **Additional Competencies:** Managed the rest of the data interns, organized schedules, improved turnaround times, and led interns in volunteer efforts (2x).
- **Other:** Participated in several workshops throughout my internship, including Excel for Data Analysts, Long-Term Data Analysis, and more.

Project Experience

- **Community Organizing Project:** Organized and managed over 100 volunteers in a school-wide voter registration effort and registered over 7,000 voters over one week.
- **Get Out The Vote:** Organized and managed over 400 volunteers on my college campus to arrange transportation, provide sample ballots, and educate voters on different poll elements.
- **Senior Thesis:** Conducted a year-long study of student behaviors to determine stress levels throughout senior year. Made groundbreaking discoveries and suggested new policies subsequently implemented by the school.

Education

Bachelor of Arts - University of Maryland

MONTH YEAR

- Cumulative G.P.A: 4.75
- Major in Business & Communications, Minor in Computer Science
- Dean's List 2020-2021

International Business - London School of Economics and Political Science

(2019-2020)

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Fluent in French, English, Arabic
- Competence in Italian and German
- Diligent and committed
- Organized
- Passionate about social justice

Licenses & Accreditations

Licenses Licenses & Accreditations

- Software Development and Life Cycle Certification
- Microsoft Project Certification
- Certified software developer for Python