

Sample Resume - Two Page

Leslye Learning

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SUMMARY OF QUALIFICATIONS

- Data-driven international development professional with a background in grassroots community development and project management
- Three years of international work and volunteer experience in low resource, low budget settings
- Knowledgeable of public budgeting and data analysis
- Proven leader with strong written and spoken communication skills
- Successful relationship-builder and enthusiastic, hardworking team member

EDUCATION

The Maxwell School of Citizenship and Public Affairs at Syracuse University

July 2016

Master of Public Administration

Relevant courses: NGO Management in Developing and Transitioning Countries, International Development Policy, Economics of Development, Economics for Public Decision Makers, Public Budgeting, Quantitative Analysis, Collaborative Governance, Public and Organization Management, Girls' Education

Texas A&M University

May 2012

Bachelor of Arts in International Studies and Spanish, Minor in Sociology

Concentration in Latin American Politics and Diplomacy

University Scholar, University Honors, Honors Undergraduate Research Fellow

Honors Thesis: "The Efficacy of International Volunteerism in Peru and Ecuador: A Qualitative Review"

Study Abroad: Semester at the University of San Francisco at Quito, Ecuador 2011; summer at the University of Granada, Spain 2010; Summer European Academy in Germany, France, Belgium 2009

EXPERIENCE

Program for the Advancement of Research on Conflict and Collaboration (PARCC), Syracuse, NY

Graduate Assistant

August 2015-Present

- Coordinate planning, logistics and promotion for an international conference on intractable conflicts
- Manage a website and specialized online platform to overhaul a Fundamentals of Conflict course into an online course; synthesized conflict analysis resources to create a user friendly online platform
- Analyze U.S. federal agencies strategic plans for a book chapter on collaboration in government
- Assist with organization events of the Syracuse University Labor Studies Working Group
- Copy edited a book on the destruction of conflicts

Peace Corps Response, Telavi and Kutaisi, Georgia

Education Specialist

February 2015-June 2015

- Developed an English language curriculum for public servants of a public administration college
- Taught daily English language classes for university professors and students
- Lead and designed a series of professional development trainings for university professors

Peace Corps, Mehal Meda, Ethiopia

Teacher Trainer

June 2012-August 2014

- Coordinated weekly grassroots, community-led life skills interventions to mobilize an Ethiopian town to practice gender equality, healthy nutritional habits and HIV/AIDS prevention; trained and oversaw an active base of 25 youth leaders to sustainably promote these behavioral changes; managed partnerships with Ethiopian municipalities, counties and rural schools to host events

- Strengthened the institutional capacity of five primary schools and 45 English language teachers through the implementation of 8 teacher trainings focusing on active and communicative learning
- Managed and facilitated logistics, programing and curriculum development for three, week-long female empowerment and life skills camps totaling over 90-hours of training for 100 high school girls
- Developed and lead a sexual reproductive health and menstruation training for 80 female students to help participants make reusable menstrual pads; funded by a PEPFAR grant
- Expanded a primary school library through supplying 1,000 books and establishing literacy outreach programs to help create a culture of reading for 800 primary school students; managed a budget of \$1,300 allocated by the Peace Corps Partnership Program to purchase books from local Ethiopian book distributors
- Planned and executed three community events focused on gender equality for 180 participant members.

Twin City Mission, Bryan, TX

Development Intern

August 2010-December 2010

- Wrote and copy edited 15 grants for a homeless and domestic violence shelter, resulting in funding increase
- Compiled and organized research on charitable foundations and corporations to help source new donors

PUBLIC SERVICE

Greater Syracuse Project, Syracuse University

Co-Executive Director

October 2015- Present

- Lead a team to overhaul a student organization into a sustainable community resource linking non-profits with the professional skills of Maxwell students; tasks include strategic planning, partnership intake and management, risk management and volunteer recruitment
- Co-wrote a proposal to secure funding; networked with a variety of stakeholders to ensure viability

Conflict Management Center, Syracuse University

Associate

September 2015-Present

- Lead trainings for students in active listening, conflict de-escalation, assertion, and intergroup dialogue
- Facilitated a day long public participation round-table for a research study on decreasing diagnostic error

International Field Research Expeditions, Cusco, Peru

Volunteer

June 2011-August 2011

- Organized and led hygiene and sanitation trainings for 30 primary school students
- Revamped a homework help system at an after school daycare center

Academy of Future International Leaders, Texas A&M University and Peñas Blanca, Costa Rica

Head Project Coordinator

August 2010-May 2011

- Coordinated and facilitated a week-long computer literacy training to improve operative skills of Microsoft Office, web browsing and Linux Operating System for 35 secondary students in Peñas Blanca, Costa Rica

SKILLS

Professional working proficiency in written and spoken Spanish
 Limited working proficiency in spoken Amharic
 Elementary proficiency in spoken Georgian
 Experience with SPSS, STATA, and Microsoft Office Suite

PROFESSIONAL TRAINING

Project design and management, Peace Corps
 Monitoring and evaluation, USAID and Peace Corps
 Participatory evaluation, Peace Corps
 Strategic planning, The Maxwell School of Citizenship and Public Affairs, Syracuse University