

PROFESSIONAL LEVEL CLIENT 1

Phone: (555)555-5555

1234 Main Street
City, ST 00000

email@provider.com

SUMMARY OF QUALIFICATIONS

Accomplished international executive with more than 10 years of experience in US and foreign business arenas. Possesses an exceptional understanding of international affairs, global business strategy, and public policy. Quick study able to immediately assess issues, evaluate options, analyze risk, develop solutions and execute on plan to address and attain the objectives of all stakeholders.

Comprehensive understanding of foreign business protocols and cultural nuances. Strategic, analytical thinker with extensive experience in policy analysis and development, regulatory affairs, international trade, and global market analysis. Collaborative leader who builds strong client relationships and guides organizations to consensus and goals.

AREAS OF EXPERTISE

- Global Business Operations
- Communication / Presentation
- International Trade & Market Analysis
- Relationship Management
- Policy Analysis & Development
- Process Improvement
- Strategy Development / Execution
- Team Dynamics / Leadership
- Consulting / Professional Services
- Cost Management
- Project Management
- Education / Teaching

EDUCATION & PROFESSIONAL DEVELOPMENT

Master of International Affairs, International Economic Policy, International Trade

Name of University, School of International and Public Affairs, City, ST, Year

Dean's Scholarship Recipient, Name Fellow, Name Foundation Fellow (International House)

Bachelor of Arts (*summa cum laude*), Political Science, Name of University, City, ST, Year

Institutional Scholarship Recipient (full), Governor's Scholar, Institute for International Public Policy (IIPP) Fellow

Japanese Language Institute, Name of College, Year

Public Policy & International Affairs Institute (PPIA), Name of University, Year

Study Abroad in City, Japan, Name of University Japan, Year - Year

Languages: Japanese and Spanish ▪ Open to relocation

EXPERIENCE

Senior Associate, Company #1, City, ST

0000 - Present

Key contributor to forensic accounting and finance transformation projects. Manage public sector projects related to policy analysis, advisement, and training. Contributor to numerous high-profile internal/external projects that have strong international components. Member of target teams, participating in development of engagement proposals and client presentations; added \$5+ million in new revenue. Representative projects include:

- Designed and implemented a time/expense approval and reporting process, as well as policies and procedures to ensure adherence to federal regulations; developed training for all practitioners working on federal contracts.
- Conducted in-depth Xxxx Risk Assessment for XX Office of Xxxxxxxx & Xxxxxxx after an agency uncovered \$50+ million in fraud over 10 years; recommended internal controls to mitigate risk; prepared final report to CFO and audit committee.
- Served as Chief of Staff and primary client liaison for XXX account; ensured contract compliance, allocated resources, developed marketing collateral, managed projects, and identified new business opportunities.
- Conducted Congressionally mandated feasibility study for large federal agency to establish a collaborative law enforcement task force for combating Xxxx xxxxxxxxxxxx and xxxxxxxx at federal, state and local levels.
- Provided historical accounting, process improvement, and re-structuring services for XX Agency, leading to a clean audit opinion. Zeroed in on cost reduction opportunities and recommended finance operations improvements.
- Produced initial XXXX report (XXXX 101), providing a basic overview of program; document was widely recognized as the most comprehensive report on the program and used as a desk reference for members of the media.

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Consultant, Name of Company, City, ST 0000 - 0000

- Analyzed business development process and new opportunity tracking/proposal development software application; tested software capabilities, identified issues and worked with developers to resolve problems.
- Developed training curriculum and provided materials to 50+ business development professionals in the organization.

Policy Analyst, Name of Committee ON SUBJECT, City, ST 0000 - 0000

- Advised high-ranking Senator on xxxxx policy and xxx legislation. Prepared briefings, statistics and Congressional hearings; responded to inquiries and issues from constituents, lobbyists, and Administration officials.
- Developed reform legislation that replaced existing law found to be illegal under XXX rules; reform led to the inclusion of 300K+ additional beneficiaries and provided xxx xxxxxx to US manufacturers. Signed into law Month/Year.
- Spearheaded project to educate constituents on legislation; worked with economic development agencies to identify key businesses for one-on-one meetings, developed information packet, and organized itinerary.
- Hired as professional staff member at the completion of one-year fellowship.

Consultant, DEPARTMENT OF NAME AFFAIRS, Agency, City, ST 0000

- Designed/conducted research project to determine local business community's understanding of the Xxxxxxx Xxxxxx and Xxxxxxxxxxxxxx Act (XXXX), identify potential growth sectors, and improve marketing strategy around the policy.
- Surveyed more than 100 exporters to identify obstacles to exporting to the U.S. market; made recommendations on ways to overcome roadblocks and to improve the effectiveness of the XXXX education and expansion program.

Assistant Language Teacher, SCHOOL OF EDUCATION, City, Japan 0000 - 0000

- Taught English grammar/pronunciation to 100+ junior high school students and English conversation to adults.
- Worked closely with Japanese teachers to develop lesson plans and to strengthen language immersion by providing opportunities for students to hear native English speakers.
- Wrote monthly column in local newspaper on American life and culture in Japanese.

Foreign Agricultural Service Intern, Department OF NAME, City, Italy 0000

- Managed 4 staff in the absence of the Agricultural Minister Counselor.
- Drafted some reports and edited others written by the foreign national economist; authored agriculture section of the Department of Commerce's Country Commercial Guide: Italy. Prepared report summaries.
- Established plant and animal importation information center in the Xxxx XXX office by consolidating information from numerous geographically dispersed offices into one point of contact.

Research Assistant, Country EXTERNAL TRADE ORGANIZATION, City, ST 0000 - 0000

- Gathered and prepared industry and market research to provide assistance for U.S. exporters to Country.
- Corresponded with clients and XXXXX publication subscriptions to support business development.
- Maintained current events portfolio; reviewed major news sources and compiled synopses of issues related to Name.

PROFESSIONAL ORGANIZATIONS AND VOLUNTEER ACTIVITIES

Association of Certified Fraud Examiners ▪ International Name of Program (Name) Fellow
Women in Name of Organization ▪ Name of Association ▪ National Association of Name of Group
Executive Board Member for the Name Financial Education and Literacy Council ▪ Volunteer Tax Preparer