

Tracy Q. Intern

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208-xxx-xxx

OBJECTIVE

Program Assistant Intern, Support for Disadvantaged Communities in the San Francisco Bay Area, the William and Flora Hewlett Foundation

EDUCATION

Bachelor of Arts, Political Science; Minor: Public Administration and Policy
University of Idaho (UI), Moscow, ID

Expected: May 20xx
GPA 3.4 out of 4.0

Courses of Note

- ◆ Cultural Diversity and the Media
- ◆ Bioregional Planning & Community Design
- ◆ Social Research in Population Issues
- ◆ American Interest Groups & Social Movements
- ◆ Economics
- ◆ Grantwriting
- ◆ US Diplomatic History
- ◆ Urban Geography
- ◆ Public Organization Theory
- ◆ Civil Liberties

RELEVANT EXPERIENCE

Political Science Intern, University of Idaho Borah Foundation & Symposium, Moscow, ID, August 20xx-May 20xx

- ◆ Researched and presented written recommendations to Board members on two future symposium speakers:
 - Sergi Augusti, Spain, cultural producer and documentary filmmaker
 - Bankie Mansaray, Sierra Leone, currently working in the DC area on refugee immigration and employment assistance
- ◆ Assisted in office support activities
 - Arranged housing for three speakers by contacting local hotels and bed and breakfast businesses
 - Staffed office during lunch hours to answer questions
- Researched and answered questions from media, public, university staff
 - Advised staff on Prezi, InDesign

Lewiston Office Volunteer, Representative Eric M. Anderson, Lewiston, ID, May-August 20xx

- ◆ Interacted with over 25 constituents daily, providing information and scheduling tours
- ◆ Researched and wrote briefs on local and state issues including voting trends, economic effects of dam removal, and health care

Research and Papers, University of Idaho, September 20xx-May 20xx

- ◆ Wrote successful grant to Idaho Community Foundation, "Operation School Bell," with team of three, 20xx
 - Contacted Operation School Bell organizers to determine greatest need
 - Canvassed retail shoe store managers and persuaded Payless Shoes to participate
 - Used \$2,000 for shoe cards so that eligible children would receive a \$20 shoe card from Payless Shoes
- ◆ Researched and wrote "Did 'No Child Left Behind' have an effect on grades of students with disabilities in Lewiston, Idaho?" 20xx
 - Researched No Child Left Behind Act of 2001 (NCLB)
 - Contacted principals and teachers at two elementary, two junior high, and two high schools in Lewiston, ID
 - Compared grades of 15 students with disabilities from 1992, 2002, and 2012 using Statistical Analysis Software
 - Wrote paper and quoted in *Idaho Statesman*, Boise, ID

COMPUTER AND LANGUAGE SKILLS

- ◆ Proficient with Access, Excel, SAS, InDesign, MS Office, Lotus Notes, Google documents
- ◆ Fluent in spoken French; conversational in Spanish; limited knowledge of spoken Japanese

ACTIVITIES

- ◆ Attended Latah County Commissioners' meetings monthly, Moscow, ID, 20xx-20xx
- ◆ Attended Latah County Planning and Zoning Commission meetings monthly, Moscow, ID, 20xx-20xx

