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| **Sample Student**  **EDUCATION** | samplestudent@unc.edu  (555) 555-5555  Linkedin.com/in/samplestudent |

**University of North Carolina at Chapel Hill** – Chapel Hill, NC Expected August 2024

Master of Public Policy; Track: Design & Innovation, Field: Health Policy

**University of North Carolina at Chapel Hill** – Chapel Hill, NC May 2023

Bachelor of Arts; Double Major in Public Policy (Concentration in Health Policy) and Global Studies (Concentration in Health and Environment), Minor in Hispanic Studies

Enrolled in Master of Public Policy Dual Degree Accelerated Program

Major GPA X.XX

**Relevant Coursework**

Data Science for Public Policy; Design Thinking for the Public Good; International Family Planning and Reproductive Health; Global Health Policy; Research Design for Public Policy; Microeconomic Foundations of Public Policy

**Honors and Awards**

Dean’s List (*5 Semesters*), Summer Study Abroad Fellowship (*2022*), Joyce Kohfeldt Determination Award (*2019*)

**UNC in Seville** – Seville, Spain Summer 2022

Five-week immersive, study abroad program at Estudios Universitarios y Superiores de Andalucía

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| **RELEVANT EXPERIENCE** |

**Statesville Chamber of Commerce,** *Business Policy Intern* – Statesville, NC May 2023 – August 2023

* Supported Chamber policies to link nearly 600 business professionals, organizations, and residents with innovative programs to strengthen on-term economic vitality, business success, job creation, and quality of life.
* Designed simple yet contemporary graphics using Canva to improve ability to promote merchants, local events, and Chamber activities, in addition to support the community.
* Disseminated information using social media platforms and created scheduled blog posts on website to support ribbon-cutting events and business training modules.

**UNC Public Policy Capstone,** *Student Consultant for Ackland Museum* – Chapel Hill, NC August 2022 – December 2022

* Designed a 15-week project and conducted high-quality policy research and analysis in response to client needs.
* Prioritized and reevaluated deadlines as client’s scope changed.
* Collaborated with student team to synthesize information for a literature review and created a demographic data analysis of a 2-mile residential area.
* Analyzed survey results of museum-goers and compiled data into visualizations and recommendations.

**Linking Immigrants to New Communities,** *Co-Chair*– Chapel Hill, NC May 2022 – Present

* Tutor adult immigrants in the Durham-Chapel Hill area and abroad virtually with English conversation, grammar, and comprehensive skills.
* Form bonds with local immigrants to help overcome daily barriers and navigate social interactions.
* Apply professional proficiency of Spanish verbal and written skills to assist participants with tutoring.
* Create social media posts to engage and attract participants and volunteers using Canva.

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| **ADDITIONAL EXPERIENCE** |

**Fleet Feet,** *Outfitter* – Carrboro, NC January 2021 – Present

* Recognized as Tier 1 employee status for high customer service performance on 9 different occasions.
* Effectively manage multiple responsibilities that demand using problem solving and time management skills
* Analyze 3-D diagrams of customers’ feet structure and determine proper running shoe recommendations to maximize support and performance.

**Friday Center, University of North Carolina at Chapel Hill,** *Volunteer*– Chapel Hill, NC March 2021 – May 2021

*COVID-19 Mass Vaccination Clinic*

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| **SKILLS** |

* **Languages:** English (Native), Spanish (Full Professional Proficiency)
* **Technology:** Rstudio, Stata, Adobe Spark, Adobe InDesign, Google Drive, Canva, Social Media (Instagram, Facebook, Twitter, Snapchat, TikTok), Chamber Master, Constant Contact, RICS Software, Microsoft Office Suite