

Chronological Sample Resume: Graduate student using summary to highlight important skills and separate experience sections, emphasizing international experience most relevant to his degree.

Joseph Karlotus

3231 Fenton Street NW, Apt. #9, Washington, DC 20016 • jk8910@gmail.com • 202-843-3658

SUMMARY OF QUALIFICATIONS

- Currently pursuing a Master's degree in International Development with a focus on Development Economics
- Three-and-a-half years experience in Africa, Latin America, and Asia
- Highly motivated self-starter with excellent management, organizational, and communication skills
- Computer skills: Microsoft Word, Excel, Access, Power Point, PageMaker, SPSS, and Dreamweaver

EDUCATION

American University

Washington, DC

Pursuing M.S. in International Development Management

Expected May 2008

- Current GPA: 4.0
- Relevant Coursework: Survey of Economic Development Policy, Microeconomics, Econometrics, Quantitative Analysis, Accounting, International Development

University of Wisconsin, Madison

Madison, WI

M.S. in Labor Relations, GPA: 3.958

May 2002

- Relevant coursework: Policy Issues in Economic Development; International Health, Population, and Development; Development Theories for Education; Labor in the Global Economy
- Teaching Assistant, Labor in the US Economy course, spring 2002
- Research Assistant, International Monitoring and Corporate Social Responsibility Initiatives, 1999-2000

Wake Forest University

Winston-Salem, NC

B.A. in History and Public Policy (Interdisciplinary), GPA: 3.698

May 1993

- Relevant Coursework: Macroeconomics, Microeconomics, Statistics, Calculus, Public Policy

INTERNATIONAL EXPERIENCE

Gambi Community Hospital

Gambi, Tanzania

Intern/Administrative Assistant

July – September 2005

- Assisted the staff of a rural hospital in a small village in Tanzania with maintaining the budget, writing grant proposals, performing basic medical tasks, and interacting with patients and their families
- This was a voluntary position I took as a means to gain more experience living in a rural setting in Africa

American Center for International Labor Solidarity (ACILS)

Guayaquil, Ecuador

Project Manager

November 2002 – March 2004

- Managed a U.S. Government-funded project which aimed to build the capacity of an association of campesinos and banana workers in Ecuador to help their members improve their working and living conditions in rural communities and banana plantations
- Opened and managed the office, supervised five staff, worked closely with local partner organizations, expanded relationships with international organizations, met with government officials, and performed all administrative tasks, such as maintaining the budget and writing regular reports
- Oversaw successful efforts to revitalize this declining and inactive association into a growing regional force for change encompassing over 1000 members on 50 plantations
- Trained the association's leadership in management, organizational development, and strategic planning

Pop Atziak (Local NGO)

Momostenango, Guatemala

Teacher

July – September 2002

- Taught English and math to local indigenous students and lived with a local family in a rural, highland town. Taught in a local school two days a week and tutored students after school three days a week

Independent Travel around the World

Latin America, Asia, Africa

November 1998 – March 1999, November 2000 – December 2001

- Traveled independently through 30 countries in Africa, the Middle East, South and Southeast Asia, and Central America over a period of 20 months on two multi-month trips
- Delivered medical supplies to indigenous communities in Chiapas, Mexico, and studied Spanish and lived with a local family in Guatemala

OTHER PROFESSIONAL EXPERIENCE

American Federation of State, County, and Municipal Employees (AFSCME) Council 39 **Gary, IN**
Research Specialist January – July, 2006

- Researched and analyzed corporate data regarding quality of care, financial, and labor standards of hospitals in Gary, IN, in support of AFSCME's efforts to represent its members in collective bargaining with various employers
- Served as one of three main researchers on AFSCME's campaign to organize 10,000 new members, many of whom were low-income immigrants, in hospitals and other health care institutions around Illinois

American Federation of State, County and Municipal Employees Local 3299 **Berkeley, CA**
Field Representative July 2004 – November 2005

- Coordinated labor relations and co-led negotiations for a unit of 1000 service employees (food, building, and grounds service) with the University of California, Berkeley
- As the labor representative, conducted extensive outreach to employees at the worksite (most of whom were Mexican, Chinese, Filipino, and other immigrants), advocated on behalf of members with university and government representatives, trained the local leadership, facilitated committee meetings, and designed communications materials for both the membership and the public

American Federation of State, County, and Municipal Employees Council 31 **Springfield, IL**
Field Organizer January 1995 – October 1998

- Managed and directed election campaigns for collective bargaining rights for diverse groups of low-income workers across Illinois
- Performed extensive outreach with workers, facilitated meetings, managed public relations including communications with media, and built partnerships with other community organizations
- As lead organizer, led or assisted 15 successful campaigns and directed up to four other staff

Decatur Solidarity Coalition **Decatur, IL**
Community Organizer January – December, 1994

- Coordinated community-religious coalition in support of 2000 employees who had been locked out of their jobs in a labor dispute
- Directed group of around 20 religious leaders (pastors, priests, and rabbis) providing support to workers and families unable to find other sources of income during the three-year long dispute

North Carolina Student Rural Health Coalition **Winston-Salem, NC**
Undergraduate Coordinator August 1989 – May 1993

- Coordinated student chapter at Wake Forest University of a nongovernmental organization that established health clinics and performed community health education in rural communities of North Carolina
- Led successful campaign to establish a new primary health clinic in a small, African-American town with no health services
- Coordinated fundraising efforts that netted more than \$50,000