

Sample Chronological Resume

JANICE GONZALES
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EDUCATION

Columbia University, School of International and Public Affairs, New York, NY

Master of Public Administration, expected May 2016

Concentration: Human Rights, Specialization: Financial Management

Selected Coursework: International Human Rights Law, Corporate Social Responsibility, Refugee Rights, International Conflict Resolution, Cost-Benefit Analysis, Fundraising Management, Accounting, Statistics

Princeton University, Princeton, NJ

Bachelor of Arts, received May 2011 Major: International Relations, Minor: Latin American Studies

EXPERIENCE

American Anti-Slavery Group, New York, NY

Consultant (October 2015-March 2016)

Served on a team of graduate student consultants to produce a publication on modern day slavery. Collected and analyzed data on slavery in Latin America, wrote a regional report, interviewed abolitionist and former slave, edited initial country reports, designed and formatted publication for client.

The Ford Foundation, New York, NY

Consultant (September 2015), *Intern* (June-August 2015)

Coordinated Urban Renew, a community development program with the objective of increasing urban youth employment. Reviewed the training activities of local citywide development intermediaries operating in selected cities. Produced a report to help guide the Foundation's efforts in strengthening these organizations.

Office of Government Relations and Community Affairs, Columbia University, New York, NY

Graduate Research Assistant (October 2013-May 2014)

Assisted Director of State Relations in proposing and promoting state legislation and policies that benefit the Columbia University community and higher education throughout the state. Monitored and analyzed policies, proposals, and regulations instituted by the legislature or state agencies that affect the University. Collaborated with the Vice President for Government Relations and Community Affairs on special projects.

Governor's Committee on Children's Services Planning, State of New Jersey, Trenton, NJ

Youth and Family Policy Specialist (September 2011-June 2013)

Gathered data to identify gaps and duplication of public and private services for children and families in New Jersey. Analyzed government policies, procedures, and legislation impacting the quality of services provided to children, youth and families. Staffed the Education Subcommittee. Organized a statewide Forum on Educational Issues in New Jersey (April 2005). Prepared the Committee's 2006 policy paper to the Governor on education issues. Represented the Committee at various meetings and functions.

SPECIAL SKILLS

Language: Fluent in Spanish and English. Intermediate knowledge of Portuguese and Russian.

Computer: Experienced with Lotus 1-2-3, Excel and SPSS.

ACTIVITIES

Member - Latin American Students Association, Columbia University

Member - Princeton University Alumni Council Executive Committee

Committee Founder - Latino Alumni Association of Princeton