

Your Name

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SUMMARY OF QUALIFICATIONS

- Experience in international research for local and multinational firms regarding commerce regulation, import and export logistics, and legal compliance.
- Emphasis in foreign relations and the intersection of local, national and international policies on the global political landscape.
- Language Skills: Fluent in German, conversational in Dutch

EDUCATION

Associate of Applied Science Paralegal, Ensign College Studies Month 20xx

- Emphasis: Foreign Relations & Security
- GPA: 3.7, Dean's List

Study Abroad

Christian-Albrechts-Universität zu Kiel

Month 20xx - Month 20xx

Kiel, Germany

Relevant Course Work:

Justice & International Affairs
International Human Rights

Political Geography
Globalization & World Politics

European Politics
Terrorism & Security

EXPERIENCE

International Trade Intern, World Trade Center of Utah | Salt Lake City, Utah January 20xx – Present

- Assess the export and import-readiness of small enterprises in Utah to provide successful market-entry strategies for local and international clients.
- Research international trade procedures pertaining to global logistics, international marketing, trade compliance, legal concerns, and trade finance to inform client strategy.

Foreign Affairs Intern, European Parliament | Brussels, Belgium August 20xx – December 20xx

- Compiled weekly reports on U.S. politics focusing on trade and commerce and immigration policies to inform members of Parliament.
- Conducted research on the international goals and legislative priorities of the Progressive Alliance of Socialists and Democrats party to create policy briefs on international issues.
- Participated in conferences on global security, peace talks, and the MDGs.

Manager, Barnes and Noble | Salt Lake City, Utah Month 20xx – Month 20xx

- Streamlined organization of product database, improving operations and increasing efficiency.
- Trained, scheduled, and supervised 10 staff members, personally investing in their individual progress.
- Created a team environment, boosting employee morale, and increasing customer satisfaction scores.

Lead Intern, Salt Lake Peer Court | Salt Lake City, Utah Month 20xx – Month 20xx

- Facilitated peer-administered alternative to juvenile court system for youth who commit minor offenses
- Coached 5 interns in developing individualized behavior plans

LEADERSHIP EXPERIENCE

Campaign Volunteer, Campaign for Senate | City, State March 20xx – November 20xx

- Coordinated Get Out the Vote (GOTV) efforts for the Sugarhouse neighborhood, with a 8% increase in voter turnout and 15% increase in awareness of candidate.
- Supervised 5 volunteers' efforts to promote candidate, including phone banks, house parties and canvassing trips.

Board Member, Department Student Advisory Committee | City, State Month 20xx – Month 20xx

- Directed and planned programming featuring campus staff and faculty on topics such as careers in international studies, learning abroad and finding your emphasis.