

Name

Address, City, State, Zip • (XXX) XXX-XXXX • name@mail.com

SUMMARY OF QUALIFICATIONS

Experience as a Research Assistant. Professional written and oral communication skills. Coordinated, supervised, and supported academic and health-related programs to provide enhanced instruction.

EDUCATION

Thomas Jefferson University - Philadelphia, PA (August 20XX)

Master of Science in Public Health, concentration in Health Management and Policy, *GPA: 3.78/4.00*

Loyola University Maryland, Baltimore, MD (May 20XX)

Bachelor of Science in Biology, *GPA: 3.51/4.00*

Minor in Philosophy

RELATED EXPERIENCE

American Diabetes Association – Rocky Hill, CT (January-March 20XX)

Associate, Interactive Fundraising and Engagement

- Advocate for diabetes prevention and increased funding for diabetes research
- Assisted Event Managers in developing strategies to maximize participant performance
- Generate fundraising and promotion data reports for review by upper management
- Operate Convico web pages for the CT/ MA Step Out ® Walk fundraising events

Special Events Intern

- Promoted the Tour de Cure ®, School Walk ®, and Step Out ® fundraising events for diabetes research
- Assisted Event Manager in identifying and recruiting new teams and sponsorships
- Managed social media sites and relationships with print media sources to promote the Tour de Cure ®

Thomas Jefferson University – Philadelphia, PA (April - March 20XX)

Research Coordinator

- Capstone Project: “Views of Women on Health and pregnancy: A Community-Based Assessment”
- Worked as a part of a research team planning and developing a qualitative research project, performed literature review, recruited participants for focus groups, facilitated focus groups, transcribed interviews, coded and analyzed qualitative and quantitative data utilizing NVivo and Excel software, prepared figures, writing master’s thesis paper, and preparing manuscript for publication.

Loyola University Maryland Relay for Life – Baltimore, MD (December - April 20XX)

Team Leader

- Organized and directed the Relay for Life Team ‘Dancers Against Cancer’
- Raised funds and awareness in support of the American Cancer Society

ADDITIONAL PUBLIC HEALTH PARTICIPATION

A Women’s Journey Conference at John Hopkins Hospital, *Participant* – Baltimore, MD (20XX)

Inner-City Community Health Fair, *Volunteer* – Baltimore, MD (20XX)