

Scarlet Gray

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SUMMARY

Dedicated student with extensive leadership, international and political experience seeking a position to utilize bilingual skills and gain managerial and business experience.

EDUCATION

Bachelor of Science in Public Service and Public Policy
Concentration in Law and Policy

May 20XX

GPA: 3.6

Ohio State University, Columbus, OH
Dean's List 3 semesters

RELEVANT COURSES

Leadership and Change
Public Service Research Methods
Contemporary Policy Challenges

PROFESSIONAL EXPERIENCE

International Relations Intern, City of Columbus, Columbus, OH

February 20XX- May 20XX

- Maintained membership database of over 400 members to ensure consistent communication
- Served as an administrative assistant to the Executive Director, promoting financial and economic relations in order to increase the city's economic growth
- Responded to concerned constituents regarding economic and political issues, ensuring quality service while improving the city's public image and popularity among its constituents

Intern, Columbus Youth Task Force, Columbus, OH

August 20XX-December 20XX

- Developed and co-facilitated educational activities for 40 at-risk youth
- Addressed behavioral problems using proven effective intervention tactics
- Assisted youth counselors with documenting incident reports for members of program

COMMUNITY INVOLVEMENT

Tour Guide, Ohio State University, Columbus, OH

January 20XX - December 20XX

- Lead campus tour groups of up to 25 prospective students and their families, providing university information and answering questions
- Professionally represented and marketed OSU while engaging potential students

Vice President, Model United Nations, Ohio State University, Columbus, OH

August 20XX - May 20XX

- Hosted a campus event with over 50 attendees to discuss the United States' agenda on the war on terror
- Prepared mock proposals for an economic reformation using research on international affairs

GLOBAL EXPERIENCE

Study Abroad Morocco

Fall 20XX

- Completed a 15-page thesis on the evolution of the Moroccan government while experiencing new cultures, languages and relationships abroad.

SKILLS

Proficiency in Microsoft Office Suite: Word, PowerPoint, Excel, Access, Outlook
Fluent in Spanish – reading, speaking, and writing