**Jane L. Doe**

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# PROFESSIONAL EXPERIENCE

**Project Assistant, Gender, Women, and Democracy** |Jan. 2019 – Present

*National Democratic Institute for International Affairs* | Washington, DC

* Organize and facilitate monthly 28-participant roundtables of young women’s political participation
* Manage the budget and workplan of Violence Against Women in Political Parties Assessment Pilot in Cote D’Ivoire, Mexico, Tunisia, and Honduras, funded by USAID
* Create and code the biweekly newsletter, produce social media content, manage publication productions, while providing logistical support for six team members

**Legislative Intern**  Aug. 2018 - Dec. 2018

*U.S. House of Representatives – Member of Congress* | Washington, DC

* Managed front office administrative tasks, including the scheduling of tour requests, facilitation, and tracking of approximately 50-200 constituent calls and concerns per day
* Researched and drafted classified briefing materials, constituent correspondence, and vote recommendations
* Summarized congressional briefings and hearings, drafting memos for a team of seven legislative staff

**District Organizer**  Feb. 2017 – Sept. 2017

*Democratic Congressional Campaign Committee (DCCC)*|Miami, FL

* Led grassroots efforts in a victorious congressional campaign by organizing 40+ community events with 300+ volunteers, planning office visits and town halls to amplify constituent civic engagement for the 2018 Midterms

# PUBLICATIONS (Prioritize what is most relevant to position Ex. Research, International, Volunteering exp., etc.)

*When Women Lead*|Washington Post LTE | Jan. 12th, 2020

*Drawing Down Troops Has a Human Cost*| Inkstick | Oct. 24th, 2019

# EDUCATION

**Master of Arts in International Human Rights|** Aug. 2014 – May 2016

Josef Korbel School of International Studies, University of Denver | Denver, CO

Concentrations: Gender Equality, Security

**Bachelor of Arts in Anthropology** Aug. 2011 – May 2015

University of Florida | Gainesville, FL

Minors: Gender Equality, Security

*Awards & Accomplishments:*

* Recognized as one of 20 graduating XXX & XXX Scholars and recipient of the Global Pathways Certificate

# SKILLS & COMPETENCIES

* Language proficiencies: Bilingual in English and Spanish
* Skills**:** Twitter, IG, Facebook, Google Analytics, Excel, Canva, Salesforce, Fireside, Hootsuite, Illustrator