

SAMPLE FEDERAL ELECTRONIC RESUME

Peace Corps / AmeriCorps Volunteer transitioning to Public Affairs Specialist
GS-1035-05/07, U.S. Department of Commerce

LISA PINKERTON

SSN: XXX-XX-1234* [**generally recommend omitting if not required—generally included in the application itself now*]

1010 Nevada Avenue

Washington, DC 20006

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PROFESSIONAL EXPERIENCE

TRAINER, SMALL BUSINESS COUNSELOR

Peace Corps Guatemala

Guatemala City, 01009, Guatemala Central America

Supervisor: Gary Day, 502/909-8638; Permission to contact.

January 2011-May 2013

40 hours per week

Salary: \$7,000 per year

TRAINING COUNSELOR, SEMINAR COORDINATOR: Provided business and life skills training to small business owners in Micro-Credit Banking Program including customer service, cost analysis, sales process, product presentation, and marketing. Counseled and trained small business owners on ways to improve their businesses. Planned, organized, developed, and coordinated cross-cultural exchange seminar for Micro-Credit Banks representatives and host organization co-workers.

Drafted topic material for technical business training manual. Facilitated local small business project experiment for 20 people. Assisted training staff in selecting current Peace Corps Volunteers for diversity panel discussions. Designed clear and concise informational materials to support these training efforts. Position required extensive knowledge of small business development; the identification and analysis of problem areas; and communication solutions to business owners in the local community. Taught English to local residents and business professionals.

MEETING PLANNER, RECRUITER, WRITER, EDITOR and PRODUCER

AmeriCorps Leader

867 New Jersey Ave. NW, Washington, DC 20500

Supervisor: Ann Marie Davenport, 202/744-4324. Permission to contact.

August 2009-December 2010

40 hours per week

Salary: \$250 per week

Planned, facilitated and coordinated meetings and service activities for AmeriCorps Members. Served as liaison between Local Initiatives Support Corporation AmeriCorps Members, and the Corporation for National Service. Communicated with members on a bi-monthly basis to provide advice and support. Assisted the national Local Initiatives Support Corporation AmeriCorps Staff with the planning and coordination of national and regional training sessions. Developed and presented training programs for Local Initiatives Support Corporation AmeriCorps and other National AmeriCorps programs on the following topics: Journal Writing and Reflection, Public Speaking, and National Service History.

WRITER and EDITOR of Local Initiatives Support Corporation AmeriCorps quarterly newsletter designed to keep workers informed of activities of the organization and matters affecting them. Edited and proofread documents.

PRODUCED, and CO-DIRECTED the first Local Initiatives Support Corporation AmeriCorps video used for the support of the organizations recruitment and fundraising activities. Collected, prepared, and disseminated information to internal and external audiences both orally and in writing. Collaborated with other New York AmeriCorps Leaders in starting the New York InterCorps Council for AmeriCorps programs throughout the state of New York. Skilled in audiovisual production and editing.

AMERICORPS MEMBER

Task force for the Homeless

700 Peachtree Ave., SE, Atlanta, GA 30300

Supervisor: Nancy Miller, 404/333-4444. Permission to contact.

September 2008-July 2009

40 hours per week

Salary: \$200 per week

EMERGENCY CRISIS COUNSELOR. Provided emergency crisis counseling to families and individuals, referring clients to shelters, clothing centers and employment programs. Served as the only interpreter for Spanish-speaking clients. Performed renovation projects at service provider facilities throughout the State of Georgia.

WRITER, EDITOR, PHOTOGRAPHER. Wrote articles and contributed photos to quarterly AmeriCorps Newsletter. Audiovisual experience included the video taping of special projects and events pertaining to the organization's activities. Edited the Taskforce AmeriCorps Video Yearbook. Prepared public speeches to present information on AmeriCorps and homeless issues to schools, colleges and community organizations. Edited and proofread all written documents.

BUSINESS NEWS REPORTER INTERN

Johnson City Times Dispatch Newspaper
P.O. Box 987, Johnson City, TN 23200
Supervisor, Richard Miller, 401/333-1225. Permission to contact.

May 2007-August 2007
40 hours per week
Salary: \$365 per week

Interviewed local contacts and wrote daily and weekly news and feature stories on many topics for the Business News Section. Assisted the Business News Editor in editing and proofreading weekly news publication.

CITY NEWS REPORTER INTERN

The Daily-Star Newspaper
950 Riverfront St., Roanoke, VA 22000
Supervisor: Jean Tobin, 540/555-1212. Permission to contact.

May 2006-August 2006
40 hours per week
Salary: \$250 per week

Drafted news and special feature stories for the city news desk on a variety of topics ranging from city government to community organizations. Compiled a series of feature articles highlighting outstanding academic and community-oriented high school students.

REGULATORY INFORMATION ASSISTANT INTERN, GS-03

Department of Energy, Office of Hearing and Appeals
1000 Constitution Ave., NW, Washington, DC 20321
Supervisor: Avery Dick, 202/737-8637. Permission to contact.

May 2004-August 2004
40 hours per week
Salary: \$6.75 per hour

Researched and maintained customer applications for the granting and approval of refunds based on submitted information. Assisted lawyers and analysts with application processing. Interfaced with customers to gather pertinent application data. Recommend refunds based on data gathered. Wrote weekly status reports related to the application process.

EDUCATION:

Davis University; Davis, GA 30314, Certificate of Completion, 2007; Host Training Program,; 9 sem. hours.

Virginia State University; Richmond, VA; Mass Communications; 2007; Bachelor of Science; 3.7/4.0 GPA; 131 sem. hours.

National University of Pedro Enriquez Urena, Santo Domingo, Dominican Republic, Study Abroad Program, 2006; Focus: Dominican Culture and Spanish; Minor, Television Production Internship; 7 sem. Hours.

PROFESSIONAL TRAINING:

Spanish Language Training, 2012; Small Business Consulting 2011; Guatemala Culture Adaptability Training, 2011; Community Development, 2011; Dimensions of Leadership, 2010; Facilitative and Situational Leadership, 2010; Handling Transitions, 2010; Successful Business Meeting Course, 2010; Project Planning; 2010; Sharing and Inspiring Visions in Others, 2009; AmeriCorps Member/Volunteer Skill Building, 2009; American Red Cross Disaster Relief Training, 2009.

PERFORMANCE RATINGS, AWARDS, HONORS & RECOGNITIONS:

Certificate of Appreciation from State of New York Executive Chamber, 2010; Norfolk State University Certificate of Achievement, 2008; Who's Who Among Students in American Universities and Colleges, 2006; Norfolk State University School of Arts & Letters Distinguished Scholars Award, 2006;

OTHER INFORMATION:

Fluent in Spanish and English. Proficient in Microsoft Word, Excel, Access, Publisher, and Outlook. Willing to relocate.