

## Amy Federal

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Citizenship: United States

Highest Federal Civilian Grade Held: N/A

Security Clearance: N/A

Veteran's Preference: N/A

### WORK EXPERIENCE

#### **Systems Analyst and Research Intern**, May – August 20XX

University of Maryland Medical Center, 737 W Lombard St #116, Baltimore, MD 21201

Supervisor: Mary Will, (000) 000-0000; Yes, you may contact

Salary: \$18/hour; 20 hours a week

Helped six departments in the Center enter, retrieve and manage data for 1,000+ patients using the hospital's specialized software.

*RESEARCH SKILLS:* Worked with researchers on patient follow-ups for longitudinal studies. Evaluated project proposals to assess feasibility issues and provided alternatives. Consulted with management, and technicians to determine computing needs and system requirements. Utilized updated systems to locate patients whose next visit was approaching to send them an appointment message.

#### **Resident Assistant**, August 20XX – May 20XX

University of Maryland, 2101 Annapolis Hall, College Park, MD 20742

Supervisor: Pat Employer, (000) 000-0000; Yes, you may contact

Salary: unpaid; 10 hours a week

Supervised a floor of 40 residents and created programs and activities designed to meet the needs of residents on the floor. Served 8 hours of on-call duty once a month.

*COMMUNICATION SKILLS:* Presented information to students about emergency procedures. Communicated resource referrals to students on an individual basis by analyzing their needs and providing contact information to campus support offices. Educated residents on public safety rules and communicated infractions to the appropriate support office. Logged written details related to judiciary, maintenance, and program evaluations into a secure database.

*ORGANIZATIONAL SKILLS:* Planned over 10 community development programs for 150 residents. Decided on program topics by analyzing residents' needs and knowledge level of campus resources. Recruited guest speakers to present on topic areas and reserved space for each event. Created an advertising campaign for each program by developing fliers, posting to social media, and using word of mouth strategies.

### EDUCATION

**University of Maryland**, College Park, MD, May 20XX

*Bachelor of Arts in Psychology*

**GPA:** 3.4/4.00 **Credits Earned:** 132 Semester hours

**Relevant Coursework, Licenses and Certifications:**

**CERTIFICATE:** Certificate in Latin American Studies; University Honors Program Citation

**STUDY ABROAD:** Spent three months in Chile studying Contemporary Chilean Culture and Society

**HONORS:** Pimannum Honor Society (April 20XX); The National Society of Collegiate scholars (November 20XX)

### ADDITIONAL INFORMATION

#### **LEADERSHIP EXPERIENCE**

Member, Intramural Soccer, UMD, September 20XX – Present

Member, Cyber Security Club, UMD, August 20XX – Present

Volunteer, Obama Campaign, January – November 20XX

- Canvassed and operated a phone bank for the campaign office in Prince George's County.

#### **SKILLS**

Computer: SPSS software, SATA (Data Analysis and Statistical Software), Argo, Python, Social Media tools, Emerald, MS Excel, MS Word, MS PowerPoint, Photoshop