

# First, Last Name

123 Street Ave. | Miami, FL 33199 | (305) 123-4567 | email@fiu.edu

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**Date available to begin work:** Summer 2017

## CAREER PROFILE

Gained valuable experience and knowledge at the IC CAE National Security Analysis and Intelligence Summer Seminar. As a graduate student in the IC CAE National Security program at FIU, I have completed the national security roundtable seminars, served as a facilitator for an international relations simulation at FIU, and worked with a team of students on an open-source intelligence project. I have over ten years of professional work experience.

## EDUCATION

**Master of Public Administration-** GPA: 3.81 August 2017  
**Graduate Certificate in National Security Studies-** FIU Gordon Institute, Intelligence August 2017  
Community Centers for Academic Excellence (IC CAE) program  
**Honors-** Pi Alpha Alpha Honor Society (PAA)

**Bachelor of Business Administration-** GPA: 3.37 August 2009  
Florida International University (FIU) Miami, FL

## PROFESSIONAL EXPERIENCE

**Florida International University** Miami, FL  
**College of Public Health & Social Work**  
Coordinator of Administrative Services May 2015 - Present  
Business & Auxiliary Services Coordinator January 2013 - May 2015  
Salary: \$Amount | Job Type: 40 hours per week, Full-Time  
Supervisor: Name, Phone Number

- Assist with managing department budget and handle operational purchases
- Analyze student records for scholarship eligibility
- Serve as the purchasing subject matter expert as it relates to State and University policies and procedures
- Research and investigate purchasing issues and use problem-solving skills to find a solution
- Create, maintain, and disseminate step-by-step transaction instructions and/or procedural guides
- Monitored and tracked all revenue, expenditure, and payroll activity and reconciled 56 accounts to PeopleSoft financial reports while maintaining detail documentation of all transactions
- Prepared payments for operational purchases and served as the College's credit card approver

**Divisions of External Relations and University Advancement** October 2011 - January 2013  
Budget and HR Coordinator  
Salary: \$Amount | Job Type: 40 hours per week, Full-Time  
Supervisor: Name, Phone Number

- Assisted the Director in managing all human resources activities and procedures for new and existing employees
- Coordinated the logistics of all University Advancement training and development efforts
- Prepared job descriptions, conducted reference checks, and assisted with the recruitment efforts and development of the on-boarding process
- Prepared requisitions and foundation invoices for operational purchases
- Reviewed variance reports for 28 accounts to ensure all budget trackers were accurate

**College of Nursing and Health Sciences** September 2009 - October 2011

Office Manager, Associate Dean of Academic Affairs Office

Salary: \$Amount | Job Type: 40 hours per week, Full-Time

Supervisor: Name, Phone Number

- Handled travel arrangements and expense reimbursements for the Associate Dean
- Administered federal and state scholarships and maintained accurate budget records for over \$450,000 in funds
- Managed purchasing activities, reconciled bank statements, and projected budgetary needs
- Revised internal College policies and formulated procedures according to the organizational objectives
- Supervised Temporary, College Work Study, and Graduate Assistant employees

### **Division of Human Resources (DHR)**

April 2007 - September 2009

Salary: \$Amount/ per hour | Job Type: 20-30 hours per week, Part-Time

Supervisor: Name, Phone Number

Employee and Labor Relations (ELR) Assistant

- Administered the University's Exit Review Program and composed a detailed separation process for supervisors, employees, and HR liaisons
- Generated ad-hoc reports utilizing Excel, including charts and graphs to visually illustrate information
- Assisted Leave Coordinator with all FMLA requests, Sick Leave Pool, Catastrophic Pool, and work life balance programs to comply with federal guidelines and University policies

### **Records Specialist (DHR)**

November 2006 - April 2007

- Managed and maintained all University employee records for over 8,000 employees
- Provided appropriate documentation to all employee record subpoenas, unemployment compensation claims, and verification of employment requests

### **Payroll Assistant (DHR)**

June 2005 - November 2006

- Assisted personnel representatives with the payroll process of new and existing University employees
- Processed employee timecards in a timely manner to ensure payment

## **SKILLS**

- **Computer:** Microsoft Word, Excel, PowerPoint, Outlook, SharePoint, ImageNow, ADP, PeopleSoft 9.2 Financials, Campus Solutions, and Query Database
- **Language:** English: native | Spanish: intermediate in reading and writing, native in speaking

## **COMMUNITY INVOLVEMENT**

- International Human Trafficking Institute- Volunteer Coordinator March 2016 - September 2016
  - Coordinated volunteers for the Miami Convening: Students Taking Actions Against Human Trafficking event
- FIU4Freedom- Human Trafficking Awareness, Planning Committee March 2012 – March 2016
  - Volunteer- Helped plan freedom week at FIU
- International Rescue Committee (IRC) at FIU, E-Board Member August 2012 - April 2013
  - Served as the treasurer for the organization and helped plan and execute events
- Kristi House: Project GOLD CSEC Training October 2012
- Life of Freedom Center, Miami Hotel Outreach on Human Trafficking Awareness October 2012
  - Volunteer-distributed human trafficking information to hotels in South Beach