**First Name Last Name**

870 Washington Street SW, Blacksburg, VA 24061

540-231-6241 | career@vt.edu

Citizenship: United States

Veterans Status: N/A

Clearance: None

**SUMMARY:**

Disciplined college student who is a member of the Virginia Tech Corps of Cadets with leadership roles, Citizen-leader Track, consistently meets deadlines, takes initiative, holds a cumulative GPA of 3.70, majoring in National Security and Foreign Affairs and minoring in Arabic and Leadership, has a novice level of proficiency in Arabic.

**EDUCATION:**

B.A., National Security and Foreign Affairs, May 2023

Virginia Tech, Blacksburg, VA United States

Minors:Arabic,Leadership

87 Credit Hours Completed/120 Total Semester Hours

GPA: 3.7 of a maximum 4.0

**RELEVANT COURSEWORK:**

* Advanced Arabic
* Terrorism and Counterterrorism
* Global Economics and World Politics
* Theoretical Approaches to Global Order
* Nations and Nationalities
* Geography of Global Conflict

Completed The University of Virginia 2020 Summer Language Institute for Arabic, an 8 week Arabic intensive.

CLASS PROJECT: Collaborated with 2 other students to write a 21-page report on the Chinese communist party’s treatment of the Uyghur ethnic group. Identified potential avenues for U.S. involvement, presented findings to class.

CLASS PROJECT: Wrote 12-page research paper on China’s influence in the developing world in order to identify areas of concern for U.S. global influence and national security.

CLASS PROJECT: Wrote 11-page literature review on policing strategies seeking to determine whether increased police presence leads to lower rates of crime in a given area.

**WORK EXPERIENCE:**

Assistant, Company Name, City, State **(06/2021 - 08/2021)**

**Salary:** $15 Per Hour

**Hours per week:** 5 to 10

**Supervisor:** First Name Last Name (540-231-6241) **Okay to contact this Supervisor:** Yes

**Duties, Accomplishments and Related Skills:**

**ADMINISTRATIVE:** Ensure all clients have accurate insurance and biographical information in data management software for a local mental health practice. Learn to fill out insurance claim forms, transfer insurance claim forms from physical to digital formats.

**TECHNICAL:** Learn new data management software, teach new software to supervisor**,** develop method to populate new insurance forms with existing client data, set up automatic online client billing.

Team Member, Company Name, City, State **(06/2018 - 07/2018)**

**Salary:** $9.00 Per Hour

**Hours per week:** 10

**Supervisor:** First Name Last Name (540-231-6241); **Okay to contact this Supervisor:** Yes

**Duties, Accomplishments and Related Skills:**

**ADAPTABILITY:** Prepare and package meals in a fast-paced work environment at a high traffic restaurant.

**ATTENTION TO DETAIL:** Maintain cleanliness of workspaces, equipment and ensure high quality of food.

**COMMUNICATION:** Coordinate with fellow employees to ensure that stock is maintained of all food. items, estimate hourly demand for various products.

Title, Company Name, City, State **(05/2017 - 09/2017)**

**Salary:** $8.00 Per Hour, **Hours per week:** Flexible: (between 5 and 20)

**HR:** (540-231-6241); **Okay to contact:** Yes

**Duties, Accomplishments and Related Skills:**

**SELF-MOTIVATION:** Maintain health of plants at the client’s outdoor location in addition to keeping plants

organized at a national retail store in summer heat. Minimal supervision made self-motivation necessary.

**ACTIVITIES & LEADERSHIP:**

**Virginia Tech Corps of Cadets** (August 2019- Present)

*24/7 leader development program, graduating exemplary leaders of character for the military & corporate sector, service academy-like environment within a larger, university. The Citizen-Leader Track offers unmatched experiences in preparation for public & private sector careers and emphasis on teamwork, self-discipline, project management, communication, and servant leadership*

**Team Leader and Instructor** (August 2021-present)

* Awarded cadre (drill instructor) position only given to high performing cadets, fall 2021
* Responsible for developing the leadership abilities of 5 freshman cadets, ensuring they meet all training objectives
* Only offered to high performing cadets
* Supervised two team leaders in day-to-day operations including academics, wellbeing, and military training

**Highty-Tighties, Virginia Tech’s Regimental Band** (August 2019-Present)

* Led cymbal section’s 9 cadets in disciplined preparation for weekly televised performances at Virginia Tech’s football games and basketball games (August 2020-May 2021)

**First Line Supervisor** (October 2020-May 2021)

* Responsible for basic training, counseling, ensuring the wellbeing of 2 freshman cadets

**Volunteer:**

* Spent 10 hours assisting local churches in distributing food to families impacted by the COVID-19 pandemic during lockdowns

**HONORS AND AWARDS:**

**Dean’s List:** Fall 2019, Fall 2020, Spring 2021

**Commandant’s List:** Fall 2019, Fall 2020, Spring 2021. The commandant’s list recognizes high achieving cadets

in terms of their academic ability.

**SKILLS:**

**Language:** Novice level of proficiency in spoken and written Arabic

**Computer:** MS Office Suite, Final Cut Pro X, MacOS, Windows