

**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

**Highy-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