

Your First and Last Name

Allentown, PA | email@gmail.com | (444)-444-4444

EDUCATION

Bachelor of Science in Intelligence Analysis

May 20XX

James Madison University (JMU), Harrisonburg, VA

Dean's List- Fall 20XX, Spring 20XX

INTELLIGENCE ANALYSIS COURSE WORK

Hypothesis Testing, JMU

Fall 20XX

Counterfactual Reasoning, JMU

Fall 20XX

Ethics, Law and Intelligence Analysis, JMU

Spring 20XX

WORK EXPERIENCE

Retail Sales Associate *Target, Allentown, PA*

May 20XX- Present

- Maintain an up-to-date knowledge of product inventory and company procedures to handle customer inquiries
- Communicate with 6 colleagues to minimize the wait time in checkout lines by directing customer traffic
- Create a positive, courteous demeanor while interacting with customers to ensure a positive shopping experience
- Work a part-time position during the summers when not in school

INTERNSHIP

Insikt Global Issues Threat Intelligence Analyst *Recorded Future, Remote Location*

October 20XX-November 20XX

- Researched, tracked, and author high-volume, quick turnaround reports on a wide range of current geopolitical and location-based risk events such as armed conflicts, terrorist attacks, violent crimes, natural disasters, and disease outbreaks
- Identified additional primary data sources to harvest into the Recorded Future program
- Produced finished intelligence reports addressing the priority requirements of our clients

LEADERSHIP AND ACTIVITIES

Treasurer *Intelligence Analysis Club (JMU), Harrisonburg, VA*

August 20XX- May 20XX

- Organized events to further students' professional and educational development in intelligence analysis
- Communicated to 50 members the date, time, and location of upcoming events through general body meetings and GroupMe messages.
- Managed and collect member dues and monitored \$1,000 budget per semester to maintain accurate financial records

General Body Member *Intelligence Analysis Club (JMU), Harrisonburg, VA*

August 20XX-May 20XX

- Attend meetings the second week of each month for general body meetings to understand the upcoming events, fundraisers, and meetings
- Participated in a variety of social events including alumni panels, culture shows and philanthropy events

CERTIFICATIONS

FEMA Hospital Emergency Response Training: Basic

Issued December 20XX

FEMA Fundamentals Course for Radiological Response

Issued November 20XX

FEMA CBRNE Standardized Awareness Training

Issued October 20XX