

Your First and Last Name

XXX-XXX-XXXX | Email

Education

Master of Arts (M.A.) in Communications and Advocacy December 20XX
James Madison University | Harrisonburg, VA

Bachelor of Arts (B.A.) in Peacebuilding and Development May 20XX
Eastern Mennonite University | Harrisonburg, VA

Study Abroad Summer 20XX
Universidad Complutense Madrid | Madrid, Spain
Courses: Cross-Cultural Social Sciences, Advanced Spanish, Global Religion, Immigration Studies

Communications and Advocacy Experience

Communications Specialist July 20XX – Present
New Bridges Immigrant Resource Center | Harrisonburg, VA

- Develop and execute comprehensive communication strategies to promote organizational goals and initiatives
- Manage social media platforms and digital marketing campaigns to engage supporters and increase visibility
- Draft press releases, op-eds, and talking points for media outreach in Spanish and English
- Monitor media engagement and analysis to track coverage and measure campaign impact

Communications Volunteer March 20XX – Present
Valley Open Doors | Harrisonburg, VA

- Create engaging content for social media platforms, including Facebook and Instagram, to promote events, volunteer opportunities, and success stories
- Assist in the translation of public relations campaigns from English to Spanish and Russian
- Participate in media outreach and cultivated relationships with local journalists

Public Relations and Fundraising Intern May 20XX – August 20XX
Church World Services | Harrisonburg, VA

- Facilitated interviews with clients and volunteers to gather personal stories and testimonials for use in marketing materials and fundraising campaigns
- Contributed to content creation, including press releases, blog posts, and social media content
- Designed fundraising social media campaigns that resulted in 10% over our fundraising goal

Policy and Global Affairs Experience

Legislative Intern May 20XX – December 20XX
United States Congressional House Foreign Affairs Committee | Washington D.C.

- Edited speeches and op-eds for chair of Foreign Affairs Committee
- Conducted research on policy issues and legislative proposals to support advocacy efforts
- Drafted legislative summaries, briefing memos, and constituent correspondence

Policy and Global Affairs Experience Contd.

Immigration Intern

May 20XX – September 20XX

International Rescue Committee | Richmond, VA

- Assisted in grassroots organizing and mobilization efforts to support legislative priorities
- Provided local and state resources to immigrants to ease their transition to Virginia
- Served as a translator for Spanish-speaking immigrants

Delegate

September 20XX – September 20XX

National Model United Nations | Washington D.C. | Toronto, Canada

- Attended national conference every year in Washington D.C. and international conference
- Represented a designated country in Model United Nations committees and councils, engaging in debates, negotiations, and drafting resolutions on global issues
- Negotiated resolutions, advocating for the incorporation of the country's priorities and objectives while seeking common ground with other delegations

Public Affairs Intern

June 20XX – August 20XX

KREAB | Madrid, Spain

- Researched the corporate influence of the United States on businesses in Spain
- Monitored the economic implications of increased international tourism in Spain
- Reviewed policy briefings and social research on Catalan Independence Movement

Skills

Social Media Analytics and Management: Facebook, Instagram, TikTok, YouTube

Policy Research: LexisNexis, IPEDS, Westlaw, NCSL, SPSS, Qualtrics

Technology: Microsoft Office Suite, Adobe Creative Suite, Google Workspace

Languages: Spanish (Fluent), Russian (Conversational)