**TANYA TIGER “Tig”**

123 Noy Street, Apt 5

Washington, D.C. 20001
tanyatiger@princeton.edu
(111) 222-3333
https://www.linkedin.com/in/tanya-tiger/

OBJECTIVE

ANNOUNCEMENT NUMBER: 12-923009-DB
Veteran’s Preference: N/A | Federal Civilian Status: N/A | Country of Citizenship: USA

SUMMARY

* Research: Performed legal case research via Westlaw and LexisNexis databases, health policy research via Proquest Congressional
* Quantitative: Analyzed data and developed data visualization using SPS, Tableau, and Excel
* Project coordination: Planned and coordinated, compiled data, tracked status, and managed details
* Program development: Wrote Nonprofit grants and budget analyses
* Writing and editing: Created and edited reports, correspondence, academic, web/social media content, newsletter content
* Languages: Developed Bilingual (English & Spanish) skill and proficiency in American Sign Language (ASL)
* Skilled in Java, Tableau, SPSS, Microsoft Office (MS , MS PowerPoint, MS Excel)
* Attained 30 wpm keyboard with <10% error rate
* Clearance: Attained security clearance (active)

PROFESSIONAL EXPERIENCE

Goodname Institute, Center for Policy Research Jun 2020 – Sep 2020

**Research Assistant, Health Policy** (Remote) - 14 New Street, New York, NY

Supervisor: Prof. Jane Doe, (555) 555-5555, may be contacted

Hours: 20/week, Salary: $15/hour

● Conducted background literature research for a study about domestic health insurance options for use in a white paper and comprehensive policy report for the institute

● Compiled statistical data on health indicators in the local area and utilized SPSS to analyze data

● Created publication-ready tables summarizing findings from a youth health survey.

● Co-wrote and edited a biweekly digital newsletter to 1,000+ subscribers about issues and events related to health policy

● Assisted in grant writing to secure $10K in funding for the nonprofit, focusing on areas of preventative healthcare

● Facilitated community outreach efforts aimed at publicizing the clinic’s programs and services to targeted at-risk population and those who are uninsured or under-insured

● Prepared annual budget documents for presentation to the Board of Directors, including analysis and recommendations

● Provided administrative support to program officers and board members as needed

● Participated in weekly staff briefings, providing fact-checked narratives, data, and graphs

● Employed problem-solving and organizational skills when providing support for day-of event coordination

● Oversaw travel and logistics for speakers and provided administrative support for conferences on health economics. Booked travel and accommodations for incoming speakers, wrote conference programs, and advertised the event to the community

Department of Health and Human Services Jun 2019 – Aug 2019

**Summer Intern** - 60 Avenue East, Washington, D.C. 20201

Supervisor: Tom Human, (555) 555-3333, may be contacted

Hours: 35/week, Salary: $10/hour Grade Level: GS – 03

● Analyzed trends data for 3 public health reports under supervision.

● Created data visualizations by utilizing Tableau for distribution to external partners

● Demonstrated written communication skills by composing weekly memos and press releases

● Answered letters with general questions from the public; created agenda for weekly staff meetings and prepared copies and faxes

● Communicated with Spanish-speaking constituents for the completion of surveys for a wide-scale public health study

● Exhibited flexibility and detail orientation in task scheduling and completion

Kindspace, Community Health Initiatives Jun 2018 – Aug 2018

**Nutrition and Public Health Fellow** - 9 First Avenue, Oakland, CA

Supervisor: Bob Smith, (555) 555-4444, may be contacted

Hours: 20/week, Salary: $15/hour

● Participated in summer fellowship in nutrition education and counseling

● Developed and implemented nutrition workshops in local K-12 schools with a team of 10 fellows and 2 nutritionists

● Implemented program within 10 schools, achieving success with 100% of objectives

● Served as a liaison between the organization and school administration; led information sessions and meetings for school officials to communicate the benefits of the program

● Co-managed curriculum development for grades 4-8. Co-wrote and edited a workbook on nutrition education to be used in after-school programs and local summer camps

Multicultural Youth Community Center Sep 2018 - May 2019

**Program Intern** – 12 Friends Circle, Trenton, NJ

Supervisor: Jean Greene, (555) 444-5555, may be contacted

Hours: 10/week, Salary: Unpaid

● Collaborated with staff to plan and implement 15+ programs and events related to multicultural youth support and diversity education

● Mentored students during weekly office hours to facilitate open communication and youth leadership development

 ● Managed the program’s Twitter and Instagram accounts, increasing followers by 50% through creation of innovative content and strategic brand management

● Developed relationships with outside partners to help advertise events to the community at large

EDUCATION AND TRAINING

Wall University, Anywhere, PA anticipated graduation May 2025

**Masters in Organizational Behavior**

● Emphasis: International Business and Management (GPA 3.4)

● Relevant Coursework: Leadership, Innovation, Global Communications

Princeton University, Princeton, NJ Sep 2018 – May 2022

**Bachelor of Arts in Sociology**

● Intended Certificate in Global Health and Health Policy (GPA 3.4)

● Relevant Coursework: Inequality, Health and Health Care Systems, Sociological Research Methods, Critical Perspectives in Global Health, Epidemiology, Economics of Health and Healthcare, Issues in American Public Health, Health, Education and Work in Latin America

Certifications
● First Aid/CPR - American Red Cross May 2019 – May 2025

VOLUNTEERING

● Princeton American Sign Language Club, Princeton, NJ, Sep 2019 – Jun 2022

● Blue Springs High School Peer Mentor, Washington, D.C. Aug 2016 – May 2018

● Blue Springs Soup Kitchen Server, Washington, D.C. Oct 2016 – Dec 2017

PROFESSIONAL AFFILIATIONS

● Society for Human Resource Management (SHRM) Aug 2023 – present

● American Sign Language Club of America Sep 2019 – present

● National Association of Community Health Practitioners (student member) 2019 – present

● Helping the Homeless Campaign (volunteer) 2018 – 2022

● Student Diversity Coalition (member) 2018 – 2022

RECOGNITION

● SHRM Scholarship Recipient Jun 2024

● Vincente Young Award for Community Leadership May 2018

PD Mar 10 2024

Thank you to the Career Development Center, Princeton College for this (edited) example