

INDIVIDUALIZED MAJOR - Revised August 2014

The format of this résumé can be used for any major/field

Erin Cha

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Objective

Seeking a Cooperative Education position with an advocacy organization utilizing outreach, language, and technical skills

Education

University of Connecticut, Storrs, CT

Bachelor of Arts, Individualized Major: International Relations

August 20XX

GPA #.#/4.0, Dean's List

UConn in Cape Town Study Abroad Program, Cape Town, South Africa

Fall 20XX

Emphasis in Multiculturalism and Social Change

- Conducted independent study on equity in education in Cape Town, South Africa.
- Composed research paper on critical issue and presented findings to study abroad peers and professors.

Relevant Courses

Foreign Policy Analysis

Science and Social Issues in the Modern World

International Political Economy

U.S. Foreign Policy in the Middle East

Skills

Languages: Fluent in French; Proficient in German

Computer: Microsoft Excel, Access, and Word; HTML

Related Experience

UNESCO (United Nations Educational, Scientific and Cultural Organization), Storrs, CT

Student Ambassador

August 20XX-Present

- Promote 20XX World Health Day through website and by conducting informational sessions.
- Investigate micro-credit feasibility within different regions of Haiti.

Law Office of Michael A. Feldman, Brunswick, ME

Law Firm Intern

May 20XX-August 20XX

- Attended meetings with clients and made recommendations to attorneys and legal assistants.
- Updated client database to increase efficiency using Microsoft Excel.

Maine International Trade Center, Portland, ME

Research Assistant

May 20XX-August 20XX

- Determined product classifications, industry codes, tariff rates, and taxes for imported and exported goods.
- Researched international markets and requirements to be included in proposal to expand client base using the National Trade Databank and the International Trade Data Network.

Introduction to Urban and Community Studies (Service Learning Course), Hartford, CT

Researcher

September 20XX-December 20XX

- Conducted a community based research project in response to the announcement of Bank of America closing branches in the lowest income neighborhood in Hartford, CT. Final reports submitted to the City of Hartford, CT State Treasurer's Office, and specified elected officials.

Additional Experience

Thomas J. Dodd Research Center, UConn, Storrs, CT

Student Assistant

September 20XX-Present

Activities/Volunteer Experience

Southeast Sexual Assault Crisis Center, Norwich, CT

Volunteer

August 20XX-Present

International Studies Association, UConn, Storrs, CT

Member

January 20XX-Present