

Federal Government Resume Sample

JULIE GARWOOD

123 Government Way
Federal, Virginia 33468

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Veteran's Preference: N/A

Federal Status: N/A

SOCIAL SECURITY 123-45-6789

ANNOUNCEMENT Economist, EC74339, GS 9-11

CITIZENSHIP United States

EDUCATION James Robinson Secondary School, Federal, Virginia 20987
Advanced Diploma, Graduated with honors, 1995

George Mason University, Fairfax, Virginia 22030
B.S. Economics, 1999, GPA 3.1

Have completed 24 graduate hours in Economics and Public Policy
as an accepted student in the Ph.D. program.

EXPERIENCE **Teaching Assistant, Economics Department, George Mason University, Fairfax, Virginia, 22030, August 1, 1999 – present.**
Supervisor: Dr. Larry Stats, (703)993-1111
15 hours/week, \$25/hour.

Assist faculty with the development and presentation of course curriculum for economics survey course. Tutor students individually, as needed, resulting in a 20 percent improvement in examination grades and reduced failure rate.

Research Assistant, Federal County Office of Comprehensive Planning, Federal, Virginia 33468, July 1, 1999 – present.
Supervisor: Dr. Jane Green, (709)765-8945
20 hours/week, \$18,000/year.

Research, analyze, and generate statistical data for commercial revitalization programs. Worked with a team to develop a countywide household survey identifying and defining declining commercial areas. Author weekly articles for business newsletter with distribution of 50,000. Conduct market research for new businesses considering relocation to the area. Received citation from the Board of Supervisors for outstanding contributions.

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Data Entry Specialist, Federal County Office of Personnel, Federal, Virginia 33468, July 1, 1997 – June 30, 1999.

Supervisor: Linda Fuscia, (706)995-7934

20 hours/week, \$8.50-9.25/hour.

Entered and manipulated data in an innovative attempt to analyze 6,000 government performance evaluation results for merit pay increases. Process saved hundreds of hours of work for personnel analysts.

SKILLS

Proficient in Microsoft Word, Access, Excel, WordPerfect 7.0, Shazam, SPS, SPXX, VAX systems, UNIX, CoralDraw, PowerPoint, the Internet.

Bilingual: Proficient in Spanish and English

LEADERSHIP ACTIVITIES

President and Founder, Association of College Entrepreneurs, 1997-1999

Vice President, Omicron Delta Epsilon, Economics Honor Society, 1998-1999

Treasurer, Economics Club, 1997-1999

Delegate, Organization of American States Model Assembly: Researched and proposed resolutions to highlight economic issues facing the Americas, 1997.

HONORS/AWARDS

Who's Who in American Universities and Colleges, 1999

Dean's List 1997-1999

TRAINING

Leadership Skills for a Global Society, Women's Leadership Conference, George Mason University, April, 1998.

PUBLICATIONS

Senior research paper: "The Entrepreneur in Economic Development," published in Economics Department annual conference program, 1999.

INTERESTS

Enjoy music and theater; perform in community theater productions as a member of the St. Mark's Players.

REFERENCES

Current supervisors may be contacted. Additional references and transcripts available upon request.