

## JANE SMITH

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### EDUCATION

The George Washington University, Washington, DC May 2016  
Master of Arts in Education and Human Development  
Field of Study: International Education

Loyola Marymount University, Los Angeles, CA May 2009  
Bachelor of Arts in European Studies and French  
Dean's List – 7 semesters  
National Society of Collegiate Scholars – 4 years

### INTERNATIONAL EDUCATION

La Sorbonne, Université de Paris IV, Paris, France February 2008 – May 2008  
AIFS Study Abroad Program

Collège Internationale de Cannes, Cannes, France January 2008  
Intensive Language Study Abroad Program

Akademie für Internationale Bildung, Bonn, Germany August 2007 – December 2007  
New Europe Study Abroad Program

### LANGUAGES

French: Fluent- Read, Write, Speak

German: Intermediate- Read, Write, Speak

### EXPERIENCE

The George Washington University, Washington, DC December 2010 – Present  
School of Engineering and Applied Science (SEAS)

*Senior Coordinator - International Programs and Admissions*

- Build global working relationship by recruiting international graduate students in India, Turkey, Russia, Ukraine, Kazakhstan, Romania, Bulgaria and Georgia by presenting at EducationUSA centers, participating in QS World Grad fairs, and visiting universities
- Design and implement the online communication plan and marketing for incoming international students including emails, online information sessions, and social media applications to better improve overall communications
- Collaborate with faculty and administrators to create and implement international education experiences for domestic and international students
- Provide comprehensive services and support for international graduate students during the admissions process to ensure all students questions were answered in a timely and instructive manner
- Serve as a liaison between the international students at SEAS and the International Services Office and the greater university community
- Manage special events and create program evaluations to improve the quality of each event and monitor the ROI
- Evaluate international applicant credentials prior to admission to ensure the quality of applicant is in concert with Graduate International Services Office standards

The George Washington University, Washington, DC  
Elliott School of International Affairs

August 2009 – December 2010

*Program Assistant for International Programs and Education*

- Maintained the partner institution database and updated renewal agreements with partner institutions to ensure accuracy and resolve redundant data inaccuracies
- Advised graduate students interested in studying abroad to assist with the recruitment efforts of the department
- Coordinated pre-departure meetings for graduate students going abroad to ensure clear communications and understanding of processes was achieved
- Created and edited marketing materials for study abroad program to help maximize awareness of the international programs and education at the Elliott School
- Reviewed and tracked international student applications from partner institutions to allow for improved data analysis and application processes
- Coordinated educational programs, orientation meetings, and social activities for international graduate exchange students

American Councils for International Education, Washington, DC  
*Intern - National Security Language Initiative for Youth Program*

April 2010 – September 2010

- Supported administrative tasks associated with NSLI-Y program implementation
- Coordinated pre-and post-program language testing that allowed for a better understanding of program effectiveness
- Organized materials and assisted with pre-departure activities to ensure students' preparedness for travel

State University of New York, Cortland, NY  
*International Student Orientation Coordinator*

September 2008 – May 2009

- Organized and directed two 10 day orientations for incoming international students
- Coordinated academic and cultural information sessions and campus life orientations for interested international students
- Arranged off-campus activities including athletic events, shopping excursions, and recreational activities
- Coordinated the hiring, training, and supervision of four student orientation assistants

*Intern - James M. Clark Center for International Education*

September 2006 – October 2008

- Developed and managed the SUNY Cortland Study Abroad Promoters program
- Created marketing materials for the study abroad program and provided general organizational support

**ASSOCIATIONS AND LEADERSHIP**

Phi Beta Delta International Honor Society, Member

Pi Delta Phi National French Honor Society, Member

NAFSA: Association of International Educators, Member

GWU International Education Association, Vice-President of Marketing