

RÉSUMÉ SAMPLE : HUMAN RESOURCE DEVELOPMENT

Joe Smith

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EDUCATION

Master of Arts in Human Resource Development
The George Washington University, Washington, DC

August 2010 to Present

Bachelor of Arts in Organizational Psychology
George Mason University, Fairfax, VA

May 2007

PROFESSIONAL EXPERIENCE

District of Columbia Primary Care Association, Washington, DC
Human Resource Development and Communications Specialist

September 2007 to Present

- Plan and coordinate annual meetings, summer receptions, and program meetings for 60 to 500 people
- Research event locations and negotiate hotel and beverage contracts
- Solicit corporate sponsorship for annual meetings, successfully raising between \$70,000 - \$101,000 per year from companies, including CareFirst BlueCross BlueShield and Kaiser Permanente
- Design signage, marketing materials, and newspaper ads for events and program promotion
- Manage the redesign of the Association's web site in conjunction with in-house marketing staff
- Develop marketing materials and launched web site for the DC Regional Health Information Organization
- Maintain internal communications including Salsa, the organization's events and supporter database
- Coordinate all aspects of membership relations, including new member registration, mailings, and benefits

Special Events Assistant

- Assisted in planning and execution of the association's 10th anniversary annual meeting for 500 people, including support for keynote speaker Dr. Maya Angelou
- Coordinated logistics with corporate and organizational sponsors and drafted sponsor acknowledgement letters
- Managed event registration and attendee database on a daily basis
- Researched and analyzed membership structures for primary care associations across the country in preparation for membership restructuring at the District of Columbia Primary Care Association

The International Association of Chiefs of Police, Alexandria, VA
Research Center Intern

September to December 2006

- Researched issues, like taser gun regulation and usage.
- Wrote article on offender re-entry programs for Police Chief Magazine (organization's monthly magazine)
- Authored fact sheet on take-home cruiser program for distribution at annual conference

Museum of Science, Boston, MA
Summer Courses Enrichment Program Intern

June 2006 to August 2006

- Taught science classes covering archaeology, chemistry, and physics topics to groups of 10 to 20 elementary and middle school students.
- Set up and conducted lab experiments without supervision.

National Student Partnerships, Washington, DC
Information Intake Assistant

September 2004 to May 2005

- Facilitated job search process for unemployed clients by compiling their resumes, writing cover letters, searching for jobs, and sending out applications.
- Helped clients secure safe and stable housing.
- Located emergency food and clothing.