

## John Doe

3153 Upper Residence Lane, Kelowna, B.C.,

Mobile: 250-801-0000

[ABC@gmail.com](mailto:ABC@gmail.com)

### Highlights:

---

- Advanced writing, research and critical thinking skills developed through B.A. in International Relations and working as a Political Risk and Credit Insurance Underwriting Intern.
- Experienced Team Player in both an educational and a professional work environment.
- Comfortable public speaker to crowds ranging from 10 to 200 people.
- Strong foundation in mathematics established through multiple calculus classes while at university.
- Proficient with the Microsoft Office suite (Word, Excel, Outlook, and PowerPoint).
- Fluent in English. Intermediate in French and Spanish. Conversational in Arabic.

### Education:

---

- University of British Columbia (UBCO) 2015 – 2019
- Bachelor of Arts in International Relations.
  - Relevant courses: Money and Banking, International Trade, and The Politics of NAFTA.
- Durham University (United Kingdom). 2017 –2018
- Spent my third year on exchange at Durham University from UBC.
  - Relevant Courses: Global Political Economy, and Middle East Politics.
- American International School of Cape Town (South Africa). 2011 –2015
- High School Diploma and Advance Placement (AP) classes.

### Employment Experience:

---

- Residence Advisor at UBC.** 2016 – (Present)
- Residence Advisors (RA) are employed by UBC to be a bridge between the first-year residents and the university.
  - Responsible for ensuring that residents living on campus had access to resources and events that supported their studies and connected them with other residents.
  - Supported first year residents through listening to their needs and concerns and communicated this information back to the university in order to find solutions.
  - Developed my team work skills through working on a team of 68 RAs and coordinating and facilitating events with my colleagues.
  - Improved my leadership skills by leading and planning events that involved serving 150 to 200 residents.
- Underwriting Intern at Argo Global, London, U.K.** July–August 2018
- Interned with the Political Risk and Credit Insurance Team in London. The team specialized in providing credit insurance for loans issued by banks to governments and private corporations.
  - Learned about the day to day operations of the insurance company as well as observe how Underwriters built relationships with brokers and clients.
  - Tasked with doing research and writing reports that assessed the political or credit risk of doing business in emerging markets.
  - Refined my critical thinking skills by analyzing the risk of doing business in high risk countries.
  - Strengthen my ability to swiftly learn and process new information through listening and asking questions to the underwriters about the insurances and financial sector.

**Legal Intern at INCE & CO, Dubai, UAE.**

June–July 2018

- Interned at INCE & Co., which is a British and international commercial law firm that serves a global client base and has offices in the UK and Dubai.
- Assisted in conducting research for a legal article that focused on cyber-attacks and its cost and consequence on private companies.
- Honed research skills, writing skills and the ability to communicate the findings professionally to the lawyers who had assigned the tasks.
- Learned how to conduct myself professionally in an office environment and in meetings with clients.

**Volunteering Experience:**

---

**Go Global Ambassador**

2018 – (Present)

- Selected to be a Go Global Ambassador. Go Global is the exchange program that sends UBC students to overseas universities to do an academic exchange.
- Provided presentations to groups of 10 to 20 students about the process and benefits of studying abroad for a year.
- Planned and organized advertising booths and events that marketed Go Global to students that may not have known about the program.
- Practiced my networking skills through attending events and meeting lots of students with a goal of encouraging them to go on exchange.

**Awards:**

---

- Deputy Vice-Chancellor Scholarship 2016
- Deputy Vice-Chancellor Scholarship 2017
- Walter H Gage and Elsie M Harvey Education Abroad Scholarship 2017
- International Student Faculty Award (Okanagan) 2017
- British Red Cross First Aid Certificate.

**References:**

---

- Reference are available upon request.