

Jamal Boyd

9401 Peach Lane, Charlotte, NC 2817

704-345-9031 | jboyd24@uncc.edu

Country of Citizenship: U.S.

Veteran's Preference: No

Highest Grade: GS-0326-4 | 06-20XX-08-20XX

AVAILABILITY

Job Type:

Permanent
Temporary Promotion
Federal Career Intern

Work Schedule:

Full Time

DESIRED LOCATIONS

US-DC-Washington/Metro

WORK EXPERIENCE

**Virginia Cooperative Extension
Fairfax, VA US**

**9/20XX - 4/20XX
Salary: 20 USD Per Hour
Hours per week: 40**

Program Coordinator Intern

- Oversee three mentoring programs in limited resource communities
- Recruit, train, and manage 25 adult mentors and 30 youth
- Develop marketing and training materials for use in FMP programs and other county mentoring initiatives
- Write and manage program grants, hire outside contractors for grant implementation
- Communicate in Spanish with program participants and their families (Contact Supervisor: Yes, Supervisor's Name: Clyde Jackson, Supervisor's Phone: 202-365-0863)

**U.S. Consulate (Department of State)
Milan, Lombardy Italy**

**6/20XX - 8/20XX
Grade Level: NA
Hours per week: 45**

Political and Economic Section Intern , NA

- Researched and wrote regional economic and political briefs for US Ambassador's Milan consulate district visits
- Worked with Italian professionals in regional chambers of commerce, banks, NGOs, and government offices to compile briefs
- Utilized Italian language skills and political and cultural knowledge in a variety of settings (Contact Supervisor: Yes, Supervisor's Name: Lisa Miller, Supervisor's Phone: 202-689-0439)

**Educational & Cultural (Department of State)
Washington, DC US**

**9/20XX - 8/20XX
Grade Level: 02
Hours per week: 20**

Intern then Public Affairs Assistant , GS

- Wrote articles in Bureau newsletter & press releases
- Drafted memoranda for the Undersecretary of State
- Supervised contractors on communications project
- Contacted and pitched media for program publicity
- Assembled financial and budget information for use in ECA material (Contact Supervisor: Yes, Supervisor's Name: Nina Bishop, Supervisor's Phone: 202-203-7024)

EDUCATION

UNC Charlotte, Charlotte, NC
Bachelor's Degree - 5/20XX
121 Semester Hours
Major: Political Science
GPA: 3.50 out of 4.0

LANGUAGES

Spanish

Spoken: Advanced
Written: Advanced
Read: Advanced

AFFILIATIONS

Model UN Member

REFERENCES

UNC Charlotte Dr. James
Willams, Political
Science
704-567-1259
Jwilliams@uncc.edu
Phone Number:
Email Address: Academic
Reference Type:

ADDITIONAL INFORMATION

Skills:
-Strong written and oral communication skills
-Strong analytical abilities and problem-solving capabilities
-Regional expertise in Balkan, Post-Soviet, and Western European political issues
(including extensive regional travel and language capabilities)
-Proficient in Microsoft Office programs

Leadership and Service Roles:

Cultural and Diversity Club, Social Diversity Program Chair
05/20XX-08/20XX
-Developed forums for dialogue between diverse student groups
-Built partnerships between student groups through cultural programming

Pi Sigma Alpha, President
09/20XX-04/20XX
-Recruited executive committee members, planned meetings, managed a membership base
of 40+ students
-Organized club involvement in national collegiate workshops and events
-Created community events with local businesses and restaurants

Other Roles at the UNC Charlotte:
Council of the College of Arts & Sciences
Student Alumni Ambassadors
Student Government Association
LEAD Member