

## Marc Lawrence Ames

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Home Phone: 302-555-5555  
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Citizenship: United States  
Federal Civilian Status: N/A  
Veterans Preference: N/A  
Languages: Oral Spanish- fluent conversational  
Written Spanish- Read and write everyday materials fluently  
Security Clearance: Can obtain a security clearance

### OBJECTIVE:

USAID New Entry Professional Program

### EDUCATION:

University of Delaware, Newark, DE 19706  
Bachelor of Arts, International Relations, expected May 30, 2009  
GPA: 3.23/4.0 overall and International Relations GPA: 3.809  
Relevant Courses:  
International Development- Economics and the Third World (A)  
Global Environment- A geographic look at developing nations (A-)  
International Economic Relations and United States Foreign Policy- Looking at policy over the last century as it relates to statistics about economic interests in the Middle East (A).

Edgemere High School, Towson, Maryland, 21204  
High School Diploma, College Preparatory Classes. GPA: 3.12, History GPA: 4.0  
Advanced Placement Courses in History and Spanish  
Graduated in top fifth of class

### AWARDS

Dean's List: 6/6 college semesters  
Writing Award for research report on "Ecofeminism and the Global Environment"  
Social Science Award for Report on "Working Women of the World"  
Public Speaking Team Award for debate team accomplishments for 2004.

### TECHNICAL SKILLS

Proficient in using Microsoft Office: Word, Power Point, and Excel. Able to create detailed presentations and spreadsheets.  
Working knowledge of Access. Capable of entering data into Access program.  
Some training in HTML. Able to edit code on web pages.  
Extensive knowledge of copiers, scanners, faxing software and label making. Skilled at teaching others the fundamentals of technology and troubleshooting problems.

### RELATED EXPERIENCE

Study abroad in Quito, Ecuador at International Collegio during 5 week Winter Session in 2008. All courses were taught in Spanish and covered Ecuadorean culture. Lived with two families, attended cultural events, and became conversant in Spanish.

Exchange Student in Mexico City, Mexico for the academic year 2002-2003. Lived with a host family and took high school classes at local La Puella Escuela Secundaria.

PSC 299 Global Governance: Special topics dealing with Central and South American governments: Cuba, Nicaragua, and Argentina. Wrote an "A" paper on "Comparison of Social Welfare Mechanisms in U.S. and Argentina." Received an A for the course.

SOC 314 United States Policy- Dealt with American Ambassadors and their role in carrying out policies. Wrote an "A" paper on "The Role of Shirley Temple Black as Ambassador to Ghana in the 1970s." Received an A for the course. Asked to assist instructor as a TA leading discussions and grading exams for Fall, 2009.

#### COMMUNITY SERVICE

Member of Church Youth Group- active in food drives and Summer of Service (SOS); donated more than 100 hours for community programs such as soup kitchens, homeless shelters, street-cleaning, walk-a-thons; personally raised \$250 to benefit people in Third World countries; used Spring Break to help clean houses in New Orleans flooded by Hurricane Katrina.

#### EMPLOYMENT

9/20XX- to Present; 10 hours/week; Library Aide; \$10/hour; Morris Library, University of Delaware, Newark, DE 19716; Supervisor: Mary Goodwell, 302-455-5555- may contact.

Conduct research and analysis of library websites and maintain and update library website using HTML code. Provide information to library patrons and assist individuals in finding specific volumes and conducting database searches. Demonstrate the use of DelCat, Lexis Nexis and other data bases.

6/20xx-8/20xx; 40 hours/week; Administrative Assistant, \$8.00/hour; Kemmer & Silver Law Associates, 1234 Elliot Avenue, Towson, Maryland, 21333 ; Supervisor: Janice Cummins, 301-766-0000- may contact.

Provided copying support, produced handouts using Microsoft Publisher, and assembled official documents. Sorted and distributed mail. Delivered confidential documents to courthouse and other law offices.

6/20xx-8/20xx; 30 hours/week; Camp Counselor, \$1500 for summer; Camp Blue Wing, 21 West Gulf Road, Hendersonville, North Carolina, 12235; Supervisor: Steven Kent, 755-555-5555-may contact.

Served as counselor for 14 girls, ages 8 and 9. Organized activities, promoted a safe and friendly environment, dealt with psychological needs of campers. Trained in Red Cross safety techniques.

1/20xx- 6/20xx; 10 hours/week; Aide, \$7.00/hour; Edgemere High School Guidance Office, Edgemere High School, Towson, Maryland, 21204; Supervisor Joan Marquart, 301-455-5555.

Chosen from 25 other applicants for light typing and filing of documents. Filled information on students' college applications.

#### PERSONAL INTERESTS AND GOALS

Enjoy travel and experiencing other cultures and customs. Recently traveled to Latvia, home of my mother's ancestors, as well as extensively throughout the United States and Mexico. Participate in family hobby of breeding and raising purebred miniature Dachshunds.