

## **Resume**

### **Jane Doe**

2121 Mockingbird Lane  
Huntsville, Alabama 36303 United States  
Mobile: 555-555-555  
Email: jdoe@cisa.dhs.gov

### **Availability:**

**Job Type:** Permanent, Telework

**Work Schedule:** Full-time, Part-time

### **Work Experience:**

#### **Transportation Security Officer**

**Department of Homeland Security (TSA) (This is a federal job)**

800 Airport Dr.

Dothan, AL 36301

**8/2021 - Present**

**Hours per week:** 20

#### **Duties, Accomplishments and Related Skills:**

As a federal civil service employee with the Department of Homeland Security, components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace, and ensure resilience to disasters. While securing travel and protecting people at the TSA, I served in a high-stakes environment to safeguard the American way of life. The DHS's TSA team secures airports, seaports, railroads, highways, and public transit systems, thus protecting our transportation infrastructure and ensuring freedom of movement for people and commerce. As part of a high-performing counterterrorism organization, transportation security officers (TSOs) provide security and protection to air travelers, airports, and aircraft in a courteous and professional manner. This includes:

- Operating a variety of screening equipment and technology to identify dangerous objects in baggage and cargo and on passengers, thus preventing those objects from being transported onto aircraft.
- Performing searches and screening, which may include physical interaction with passengers (e.g., pat downs and property searches), conducting bag searches and lifting/carrying bags, bins, and property weighing up to 50 pounds.
- Controlling terminal entry and exit points.
- Interacting with the public, giving directions, and responding to inquiries.

- Maintaining focus and awareness in a stressful environment (e.g., noise from alarms, machinery, and people; crowd distractions; time pressure; and disruptive and angry passengers) to identify and locate potentially life-threatening or mass destruction devices and make effective decisions in crisis and routine situations.
- Engaging in continuous development of the critical thinking skills necessary to mitigate actual and potential security threats, and identifying, evaluating, and applying appropriate situational options and approaches. This may include application of risk-based security screening protocols that vary based on program requirements. Additionally, I serve as the assistant sensitive security information (SSI) collateral duty officer.
- Retaining and implementing knowledge of all applicable standard operating procedures, demonstrating responsible and dependable behavior, and adapting to change, new information, or unexpected obstacles.

I currently have a collateral duty as the sensitive security information (SSI) assistant. I have received officer of the month and the community service officer award. Additionally, I have shared my ideas to make screening and learning procedures run more efficiently.

**Supervisor:** John Smith (555) 555-5555

**OK to contact this supervisor:** Yes

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### **VSFS Fall 2020 Student Intern**

#### **Department of State Global Engagement Center**

2201 C St NW

Washington, DC 202

**8/2020 - 5/2021**

**Hours per week:** 10

#### **Duties, Accomplishments and Related Skills:**

Nine-month, unpaid virtual internship working with the Global Engagement Center (GEC) from August 2020 to May 2021 on the GEC Local Information Campaigns and Networks team and an individual project concerning Online Messaging/Offline Behavior. The goal of the GEC was to analyze communications for a better world by analyzing the utility of public diplomacy to counter disinformation and violent extremism. During the internship, I supported (1) establishing requirements for technical objectives and characteristics; (2) devising and evaluating concepts for design approaches: criteria, parameters, characteristics, and interrelationships; (3) experimenting, investigating, and testing to produce new data, mathematical models, or methods to test concepts, formulate design criteria, and measure and predict natural and social phenomena and performance. Additionally, the work involved theoretical and experimental investigations or simulation of experiments and conditions to (1) determine the nature, magnitude, and interrelationships of natural and social phenomena and processes; (2) create or develop theoretical or experimental means of investigating such phenomena or processes; and (3) develop the principles, criteria, methods, and a body of data of general applicability for use by others.

Project Sponsor: **John Smith** (john.smith@abcxyz.gov)

- Tracked and conducted research.
- Used my analytical and writing skills to summarize academic and think tank literature.
- Used social media to monitor and study the effects of disinformation and extremism red flags.
- Helped inform U.S. government decision-makers, strategies, and projects.
- Ensured reports were sufficient to inform the GEC of possible mandates to counter state-sponsored propaganda and international terrorist online influence.
- Conducted independent research on my theories and findings that link online messaging to offline behavior.
- Used Google Docs, email, Google Hangouts, and many other virtual tools to coordinate with staff and other interns.

Supervisor: **John Smith (555) 555-5555**

**OK to contact this supervisor:** Yes

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## **Transportation Security Officer**

**Department of Homeland Security (TSA) (This is a federal job)**

1001 Airport Rd

Chattanooga, TN 37421

**2/2020 - 8/2021**

**Hours per week:** 40

**Pay Plan:** SV - Transportation Security Administration Employees Other Than Executives

**Grade:** D

### **Duties, Accomplishments and Related Skills:**

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- Retaining and implementing knowledge of all applicable standard operating procedures, demonstrating responsible and dependable behavior, and adapting to change, new information, or unexpected obstacles.

Accomplishments:

- Selected as a TSA Honor Graduate for the TSO VBTP-2032 class
- Honor received 06/19/2020

**Supervisor:** John Smith (555) 555-5555

**OK to contact this supervisor:** Yes

**Fall 2019 VSFS Intern**

**Office of the Director of National Intelligence (ODNI)**

Office of the Director of National Intelligence

Washington, DC 202

**9/2019 - 5/2020**

**Hours per week:** 10

**Duties, Accomplishments and Related Skills:**

Eight-month, unpaid virtual internship working with the Office of the Director of National Intelligence (ODNI) Talent Management Office from September 2019 to May 2020 on the ODNI Intelligence Community (IC) Branding Campaign. The project will involve building a full suite of branded materials and literature for ODNI recruitment and outreach. Its goal is to dynamically engage with various groups throughout the country, further establishing and raising awareness of the agency. The work involved decisions, actions, and recommendations that establish the basic content and character of the programs directed (i.e., program objectives and priorities, program initiation and content, funding, and allocation of organizational resources).

- Developed an effective and relatable public marketing and branding campaign to increase public awareness of the IC's collective mission in the national security realm, as well as define effective strategies to reach multiple generations and attract future talent.
- Creatively designed a marketing campaign to positively brand the IC to prospective applicants; this campaign included unique ideas, venues, and technical platforms to market to specific audiences (i.e., cultural, generational, and geographical market segments).
- Used skills in marketing, writing, and social media management.
- Successfully completed the project with a final catalog of refreshed recruitment materials to span entry-level hires and seasoned career professionals.
- Designed print items, such as a comprehensive student flyer that highlights available internship options at ODNI, a comprehensive Wounded Warrior flyer that highlights Operation Warfighter/IC partnerships and interns, an overarching ODNI brochure, and an ODNI application flyer with QR reader and code.
- Designed online materials for social media outreach via Facebook, Instagram, Twitter, and blog posts.
- Embraced Structured Analytic Gateway for Expertise (SAGE) to engage with the IC to promote analytic outreach and collaboration. A private, secure environment for collaboration on approved analytic outreach initiatives, SAGE facilitates connections, exploration of ideas/alternative perspectives, insights and the generation of new knowledge and valid analyses.

**Supervisor:** John Smith (555) 555-5555

**OK to contact this supervisor:** Yes

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Office of the Director of National Intelligence

Washington, DC 202

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**Supervisor:** John Smith (555) 555-5555

**OK to contact this supervisor:** Yes

### **Spring 2018 U.S. Department of State Student Intern**

**U.S. Department of State Bureau of Public Affairs Office of the Historian (PA/HO) (This is a federal job)**

2300 E Street NW 310 (SA-04D)

Washington DC, DC 202

**1/2018 - 3/2018**

**Hours per week:** 40

#### **Duties, Accomplishments and Related Skills:**

Ten-week internship working with historical research, analytical writing, and policy supportive briefing materials in addition to organizing document collections for permanent retention, developing social media initiatives, engaging in website enhancement, performing typical office environment duties and other tasks that make historical content available to department officials and the public. Working with Foreign Relations of the United States (FRUS) volumes and supporting other activities around the office, the internship involved theoretical, taxonomic, and experimental investigations or simulation of experiments and conditions to (1) determine the nature, magnitude, and interrelationships of natural and social phenomena and processes; (2) create or develop theoretical or experimental means of investigating such

phenomena or processes; and (3) develop the principles, criteria, methods, and a body of data of general applicability for use by others.

- Collaborated with the U.S. Department of State Bureau of Public Affairs Office of the Historian (PA/HO) Social Media Team, creating tweets for the Office of the Historian Twitter account (@HistoryAtState) to engage with the public about historical events and other interesting news related to the office's mission, work, and projects.
- Drafted all Black History Month tweets that appeared on @HistoryAtState February 2018.
- Prepared manuscripts for the FRUS volume on terrorism.
- Edited and updated the Europe and Eurasia (EUR) HO SharePoint pages, which contain historical resources for region-specific topics.
- Compiled the Albania and Slovenia research dossiers and their accompanying reading lists on the PA/HO SharePoint EUR site.
- Responsible for copying PA/HO classified files and creating folders to ensure the preservation of information.
- Participated in meetings and brainstorming sessions on how the department could better encourage various federal agencies to cooperate with the historians in order to get documents declassified and approved for FRUS volumes.
- Acquired experience operating and utilizing the Department of State's special security domain networks: OpenNet, ClassNet, and SMART (State Messaging and Archive Retrieval Toolset).
- Adapted to strict protocol on how to handle, store, reproduce, and process unclassified, sensitive, and classified government information.

**Supervisor:** Cindy Lauper (202) 555-1212

**OK to contact this supervisor:** Yes

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### **Spring 2018 U.S. Department of State Student Intern**

**U.S. Department of State Bureau of Public Affairs Office of the Historian (PA/HO) (This is a federal job)**

2300 E Street NW 310 (SA-04D)

Washington, DC

### **Transportation Security Officer**

**Department of Homeland Security (TSA) (This is a federal job)**

800 Airport Dr.

Dothan, AL 36303

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### **Education:**

**Degree:** Doctorate degree

**Major:** Public Policy and Administration

**Minor:** Terrorism, Mediation, and Peace

**Date:** 8/2014

**School:** Walden University, Minneapolis, MN, United States

**GPA:** 3.91

**Relevant Coursework, Licenses and Certifications:**

- Recipient of the National Institutes of Health Office of Extramural Research Protecting Human Research Participant Certificate in June 2013
  - Dissertation Topic: “Criminology and Violent Extremist Radicalization”
  - Member of Pi Alpha Honor Society for Public Affairs and Administration and Golden Key International Honor Society
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**Degree:** Master's degree

**Major:** Criminal Justice

**Date:** 8/2012

**School:** University of Cincinnati, Cincinnati, OH, United States

**GPA:** 3.824

**Relevant Coursework, Licenses, and Certifications:**

- Completed Demonstration Project, “Transnational Crime and the American Policing System”
  - Member of Alpha Phi Sigma Honors Society for Criminal Justice Majors
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**Degree:** Associate degree

**Major:** Homeland Security and Emergency Management

**Date:** 5/2011

**School:** Georgia Perimeter College, Clarkston, GA, United States

**GPA:** 3.88

- **Relevant Coursework, Licenses and Certifications:**
  - As a member of Phi Theta Kappa Honor Society, I completed a project that researched the role of an international organization with respect to homeland security and received the International Certificate.
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**Degree:** Bachelor's degree

**Major:** International Affairs

**Date:** 5/2010

**School:** University of Georgia, Athens, GA United States

**GPA:** 2.67

**Relevant Coursework, Licenses and Certifications:**

- As a student in the International Affairs degree program, I engaged in several projects, courses, and simulations related to U.S. national security concerns, implications of terrorism and how terrorists have a particular set of ideologies, democracy studies, intelligence community capabilities, global economy, military structures, nuclear proliferation and weapons of mass destruction, and much more.

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**Job-Related Training:**

**Certificate:** Conflict Analysis

**School:** United States Institute of Peace

**Date:** 09/2012

**Certificate:** Negotiation and Conflict Management

**School:** United States Institute of Peace

**Date:** 10/2012

**Certificate:** Interfaith Conflict Resolution

**School:** United States Institute of Peace

**Date:** 11/2012

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**Language Skills:**

Language	Spoken	Written	Read
Spanish	Intermediate	Intermediate	Intermediate

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**Affiliations:**

Executive Women at State Entry and Junior Level (EW@S/EJ)

Member as of 8/2013

Alpha Kappa Alpha Sorority, Inc.

Active Member as of 5/2010

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**Professional Publications:**

Martin, S.M. (2017). Transnational crime and the American policing system. In M. Dawson, D. R. Kisku, P. Gupta, J.K. Sing, & W. Li (Eds.), Developing next-generation countermeasures for homeland security threat prevention (pp. 72-92). Hershey, PA: IGI Global.

Martin, S.M. (2017). Transnational crime and the American policing system. In Information Resources

Management Association (Ed.), Violence and society: Breakthroughs in research and practice (2 volumes) (pp. 632-652). Hershey, PA: IGI Global.

### References:

Name	Employer	Title	Phone	Email
Dr. Dummy Name (*)	Walden University			First.last@mail.waldenu.edu
Ms. Dummy Name (*)	Department of State	Chief, Editing and Publishing Division, Office of the Historian		Fname@state.gov
Dr. Dummy Name (*)	Walden University			First.last2@mail.waldenu.edu
Mr. Dummy Name (*)	Global Engagement Center	Senior M&E Technical Advisor		LnameS@state.gov

(\*) Indicates professional reference