

JANE A. DOE

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OBJECTIVE: A position with a non-profit organization that will utilize my writing and communication skills, and my training in psychology and human development.

EDUCATION B.A., Social Sciences, expected May 2005
Concentrations in Psychology, Human Development and History
Washington State University, Pullman, WA

A.A., Another Community College, Somewhere, WA 2001

SUMMARY OF
QUALIFICATIONS • Earned **Professional Writing Certificate**
• **Experienced in grant writing** through internship
• Three years experience with children and families

RELATED
EXPERIENCE **Grant-writing Intern** (unpaid), Somewhere County Domestic Violence Agency,
Anywhere, WA, Fall Semester, 2002
Successfully prepared a grant proposal seeking \$5000 for agency support;
researched and identified other available sources of grant funding; gained
experience in understanding the operation of non-profit agencies.

Director, Anywhere Fun Daycare, Anywhere, WA September 1999-August 2002
Promoted from Daycare Provider to Director after two years experience;
provided safe learning environment for children; interviewed, hired, trained,
and supervised providers; maintained accurate budget and business records;
communicated with parents about childhood developmental concerns;
developed and distributed marketing brochures that increased business.

Museum Assistant (unpaid), Anywhere County Historical Society, Anywhere, WA
1998.
Assisted in the development of museum displays of county history including
preparation of written material.

OTHER
EXPERIENCE Customer Service Representative, The Clothing Store, Anywhere, WA 1997
Cashier, Everybody Eats, Anywhere, WA 1995-1997
Developed strong interpersonal skills for use in business environment;
assisted dissatisfied customers; assisted customer decision making.

SKILLS SUMMARY Leadership: Secretary, Anywhere County Historical Society, 1998-2002;
Chairperson of informal social organization; Head of household.
Diversity Experience: Interact daily with children and families of diverse cultural
background; lived in Spain for nine months on high school student exchange
Other Languages: Fluent in written and spoken Spanish
Computer Skills: Proficient with Microsoft Word, PowerPoint, Excel; Quicken;
and Internet use; some experience with Microsoft Access and PhotoShop

AWARDS Shows Promise Scholarship, Anywhere Women Supporting Women, Anywhere,
WA, 2002-2003.

ACTIVITIES **Write stories, poetry** to submit to popular magazines; **present poetry** locally