

Joseph E. Sample
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Any City, ST 12345
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Announcement Number:

Veterans Preference: 10 pts. VEOA, VRA, 30% or more eligible Hiring Authority (if applicable)

Professional Experience:

COMMUNITY ECONOMIC DEVELOPMENT SPECIALIST / PEACE CORPS VOLUNTEER

United States Peace Corps

02/2017 – 04/2019

Asuncion, Paraguay, South America

40 hours/week

Supervisor: Ann Smith (123) 456-7890 annsmith@gmail.com

Salary: Stipend

Accomplishments and Related Skills: *Completed 490 hours of intensive training and 27-month assignment serving as a Community Economic Development Specialist volunteer working in the areas of international development and sustainability in Paraguay for the United States Peace Corps.*

WRITTEN & ORAL COMMUNICATION:

- Achieved Advanced **High oral Spanish proficiency** on Language Proficiency Interview (LPI) assessment.
- **Performed bi-annual large-group trainings** to 75 current Peace Corps Volunteers on financial planning and available financial resources to assist in their transition post-service.
- Assisted in **updating existing entrepreneurship course manuals**, using the feedback from past participants and facilitators. Facilitated feedback session with current facilitators and students to identify key learning objectives and outcomes, as well as culturally relevant case studies.
- **Developed curriculum and executed a class series in Spanish** to promote healthy decision making and future planning to 45 secondary education students in coordination with Child & Protective Services (CODENI) staff.
- **Prepared educational and training activities** to local youth in the areas of leadership, project planning & organizational development, resulting in youth-led regional summer camps for children with themes of personal finance, trash management and community leadership.
- **Trained local municipal staff on curriculum development and lesson planning** in Spanish, highlighting planning the objectives, skill development, motivation, information, practice and application of the information to promote comprehension across multiple learning styles.

ADMINISTRATION & MANAGEMENT:

- Served as **project manager for development of local library**. Developed project goals and work plan through consensus, and used monthly meetings to discuss performance and progress. Motivated group participation through one-on-one meetings with team members and team-building activities. Problem solved and delegated to external contractors as needed.
- **Managed project with local institutions, community members and the U.S. Embassy** to plan and host national English Teaching Workshop to provide free didactic resources to 55 English teachers.

Developed work plans and advised team of progress throughout project period. Fundraised for financial and in-kind resources, and resulted in development of English Teacher commission.

- **Contributed to 5-person steering committee** of national entrepreneurship nonprofit, supporting 328 students taking 10-week course through 26 classes taught by 20 Host County Nationals (HCNs). Increased HCN participation in facilitating the class by 45% over prior year and recruited 3 HCNs to the steering committee resulting in a more sustainable program. Thirty-six (36) local winners competed in the national business plan competition, and 4 winners were awarded 20,000,000 PYG in seed funding.
- **Developed and executed technical English curriculum to over 80 students**, certified by a national training institute, enabling students to be accredited in any South American country under an international trade agreement. Monitored student outcomes through written and oral assessments. Students improved their confidence in having a basic English conversation by 86% after 2 modules of 20 biweekly classes.

REASONING & TECHNICAL COMPETENCE:

- Elected as Monitoring, Reporting & Evaluation (MRE) director for national entrepreneurship program. **Improved data collection processes resulting in increased survey responses and facilitator recruitment rates.**
- Completed a Community Asset Assessment for the semi-urban city of Caazapá, Paraguay. Performed culturally sensitive interviews of community members, commissions, cultural groups, educational and governmental institutions to identify community assets and develop strategic plan to community problem solve.

CONTRACT COMPLIANCE COORDINATOR

Denver Agency for Human Rights & Community Partnerships

201 W Colfax Ave. Denver, CO 80202

Denver, CO 80202 United States

Supervisor: John Example - (123) 456-7890 johnexample@gmail.com

04/2014 – 02/2017

40 hours/week

Salary: \$54,683/year

Duties, Accomplishments and Related Skills: *Managed \$2 million/year grant program through subcontracts supporting energy efficiency upgrades and renovations for low-income residents. Provided programmatic, administrative & evaluation support for 3 offices in the Agency.*

GRANT MANAGEMENT & COMPLIANCE:

- **Developed Request for Proposal (RFP) priorities** for Denver Office of Strategic Partnerships' \$2 million per year grant program supporting energy efficiency upgrades and renovations for low-income residents. Executed background research, advertising, informational sessions, pre-bid conferences and communication between the Agency and bidders.
- Worked in accordance with City Attorney to develop, write, and share yearly Request for Proposals (RFP) and competitive bid process. **Collected, organized and reviewed proposals for completeness and compliance with grant criteria and agency policies.** Summarized proposals to share with board and managed evaluation and selection process.
- Notified all applicants of awards or denials. **Prepared background documents and managed successful contract negotiations with awardees, including price, terms or scope negotiations.**

- Worked with grantees to finalize scope of work, budget, and narrative, and solicit any necessary additional documents.
- **Performed contract executions for competitive bid contracts, ensuring organizational requirements were in line with yearly spend plan.** Managed contract modifications and renewals when competitive bid tools were not being utilized. In 2016, resulted in executing 8 contracts with 7 nonprofit and government partners, including 1 multiple-award contract.
- **Received, reviewed, reconciled and paid monthly invoices for grantees** while monitoring supporting documentation for contract compliance. Performed on-site visits to contractors to monitor quality of work and to provide individualized contract support. Worked with clients to problem-solve compliance issues. Performed contract modifications and change orders as needed.
- **Prepared requisitions** for contract actions and purchase orders for goods and services. Performed closeout actions on contracts.

REASONING & TECHNICAL COMPETENCE:

- Assisted with the evaluation of the Financial Empowerment Center, a one-on-one financial coaching program. **Performed interviews of current and past clients while inputting quantitative and qualitative responses into an electronic database.** Final evaluation demonstrated clients reduced overall debt by \$3.5 million dollars and developed savings close to \$1.5 million in 3 years.
- Collected, organized and analyzed output and outcome data from grantees. **Compiled and presented data to board at quarterly meetings.** Produced quarterly and year-end consolidated summary reports on grant performance for delivery to key stakeholders.

WRITTEN & ORAL COMMUNICATION:

- **Planned and assisted in quarterly educational trainings and workshops,** including those to promote the Funding and Contracting Efficiency (FACE) Initiative, an effort by Denver Office of Strategic Partnerships to work with City partners to enhance procurement processes and policies within and across City agencies.
- **Used technology programs daily, including Microsoft Word, Publisher & Outlook,** to perform and enhance correspondence with internal staff and external community partners through e-mails, memos, letters, invitations, reports, etc.
- Created and distributed miscellaneous invitations, newsletters and flyers as needed to support agency events and programs. Invitations were translated into various languages and met Americans with Disabilities Act requirements.
- **Assisted with research** and publishing of Denver's Immigrant Neighborhood & Community Assessment for the Denver Office of Immigrant & Refugee Affairs. Utilized data from local institutions, the U.S. Census, and interviews. Results used by various organizations to understand better the services needed and available for Denver's immigrants & refugees.

ADMINISTRATION & MANAGEMENT:

- Developed and led yearly orientation to 200 Mayoral volunteer commissioners to learn about the process of recommending or opposing city or state legislation within their roles. **Analyzed, tracked, and communicated relevant legislation through monthly conference call with subject-matter experts.** Conducted legislative tracking tool, updated weekly to share with partners.
- **Provided technical, programmatic and administrative support to all 8 offices within the Agency.** Actively participated in weekly staff meetings using professional and respectful communication.

Worked outside of traditional hours as needed to assist with meeting deadlines and working towards office goals.

- **Managed intentional recruitment of Mayoral volunteer commissioners through targeted outreach, presentations at community events and social media postings.** Coordinated with leadership committee to organize application and interview process. Led one-on-one orientations with new members and check-ins with existing members to learn skills & desires and identify a strategy to instill a sense of participation accordingly.
- **Facilitated and organized meetings** of Mayoral Commission by engaging community stakeholders, providing programmatic support and improved policymaking for residents. Facilitated dialogue among City Council representatives, commission members and local nonprofits to provide technical support on crafting and passing city legislation to change municipal building code to promote accessibility.

PROGRAM ASSISTANT

Denver Agency for Human Rights & Community Partnerships

201 W Colfax Ave.

Denver, CO 80202 United States

Supervisor: [Name](#) – [Phone number](#) – [email address](#)

09/2013 -04/2014

20 hours/week

Salary: Unpaid Internship

Duties, Accomplishments and Related Skills: *Worked primarily on immigrant integration and welcoming cities initiatives as an intern while working towards my Master of Social Work degree. Also provided general office support to Agency's other 7 offices.*

WRITTEN & ORAL COMMUNICATION:

- Tactfully **interviewed and compiled stories** of 20 immigrant and refugees living in Denver using principles of cultural competence. Utilized their stories, coupled with self-portraits, to create a 'Stories of Integration' community event to promote immigrant integration and welcoming host communities.
- **Created and compiled content**, managed contact listing, and disbursed monthly Agency electronic newsletter to over 450 mayoral commissioners and representatives of local community organizations.

ADMINISTRATION & MANAGEMENT:

- Partnered with a local immigrant serving nonprofit to create a pipeline of City of Denver employees to become trained volunteers to teach English to non-English speakers in Denver. Hosted 2 one day trainings to over 50 City employees, 30 of whom became volunteers.

REASONING & TECHNICAL COMPETENCE:

- **Assisted in research, development and publishing** of Denver's Immigrant Neighborhood & Community Assessment report. Results used by the Denver Office of Immigrant & Refugee Affairs and other community organizations to better understand services needed and resources available to Denver's immigrants and refugees.
- **Served as lead researcher and conducted surveys** with representatives from every City of Denver agency to develop Denver's International Advisory Council, which advises the Mayor. Resulted in the development of an international strategic plan for Denver in the areas of educational programming, community economic development, infrastructure, collaboration, and diverse communities.

- Created and distributed survey on experiences with nonprofit board service. **Presented outcome data to steering committee working to build pipeline of diverse non-profit board members.** Identified barriers to board service by diverse professionals, resulting in mitigation strategies by local nonprofits.

INFORMATION TECHNOLOGY INTERN

Richmond American Homes

4350 S Monaco St.

Denver, CO 80237 United States

Supervisor: [Full name](#) – [telephone number](#) – [email address](#)

06/2013 -09/2013

50 hours/week

Salary: \$15/hour

Duties, Accomplishments and Related Skills: *Worked in large-team setting during the summer of graduate education to support a database conversion and technical support.*

REASONING & TECHNICAL COMPETENCE:

- Assisted with JD Edwards database conversion for company's largest region in a large team setting. **Prepared conversion files through detail-oriented data entry, trained employees,** performed reconciliations and post-conversion follow-up.

DEVELOPMENT ASSISTANT / MASTER OF SOCIAL WORK INTERN

Emily Griffith Foundation

1860 Lincoln St., Suite 605

Denver, CO 80203 United States

Supervisor: [Full name](#) – [Phone number](#) – [email address](#)

09/2012 -05/2013

15 hours/week

Salary: Unpaid

Duties, Accomplishments and Related Skills: *Worked in small-team setting with Development Director to manage and seek grants, perform alumni engagement using a Salesforce database and assisted with annual appeal. Also assisted in resume workshops to new refugees.*

GRANT MANAGEMENT & COMPLIANCE:

- Compiled educational program data into outcome-based results for grant reporting, synthesized data and reported to grant and program administrators. **Sought & wrote grants to support programs for a low-cost educational institution serving nontraditional students.**

ADMISSIONS & FINANCIAL AID ASSISTANT

Regis University

3333 Regis Blvd.

Denver, CO 80221 United States

Supervisor: [Full name](#) – [Phone number](#) – [Email address](#)

11/2011 -09/2012

40 hours/week

Salary: \$37,000/year

Duties, Accomplishments and Related Skills: *Worked in dual-position (admissions and financial aid) in a fast-paced educational environment to provide administrative support. Reviewed application materials, updated student case notes, and assisted in financial aid distribution.*

REASONING & TECHNICAL COMPETENCE:

- Reviewed student financial aid profiles to determine eligibility for federal and departmental student aid. Assured students met minimum enrollment requirements and did not exceed maximum loan amounts in accordance with federal lending policy.

EMERGENCY SERVICES CASEWORKER / JESUIT VOLUNTEER

TheServiceCenterforCatholicSocialServices

555 Dauphin St.

Mobile, AL 36602 United States

Supervisor: [Full name](#) – [Phone number](#) – [Email address](#)

08/2010 -08/2011

40 hours/week

Salary: Stipend

Duties, Accomplishments and Related Skills: *Performed intakes, basic counseling, and assessments of 25-40 low-income individuals and families, weekly in emergency situations at a social service agency to determine eligibility for financial and in-kind assistance.*

REASONING & TECHNICAL SKILLS

- **Utilized effective listening skills and motivational interviewing to assess low-income clients' needs in emergency social service agency.** Identified strategies to meet established goals and worked with clients to develop and implement sustainable solutions, including determining eligibility and referring clients to external community organizations if necessary.

WRITTEN & ORAL COMMUNICATION SKILLS:

- **Documented case-sensitive information of clients into agency database** to promote seamless treatment of client and transition to future caseworkers. Maintained conscientiousness and professional integrity to protect sensitive information and honoring client privacy and confidentiality.

GRANT MANAGEMENT & COMPLIANCE SKILLS:

- Determined client eligibility for federal, state, local and private funds. **Managed and input client date into Homeless Management Information Systems (HMIS) database**, meeting federal standards for Emergency Shelter Grant (ESG) funds.

AUDIT INTERN

Deloitte & Touche LLC

111 S Wacker Dr

Chicago, IL 60606 United States

Supervisor: [Full name](#) – [Phone number](#) – [Email address](#)

01/2010 – 04/2010

60 hours/week

Salary: \$15/hour

Duties, Accomplishments and Related Skills: *Supported the audit team with audit procedures and preparations of necessary reports during busy season.*

REASONING & TECHNICAL COMPETENCE:

- Established working relationships with team members while providing an analytical review of audit documents. Performed analytical review of the client operating procedures and assisted in preparing financial statement reports and documentation. **Performed basic accounting and bookkeeping tasks for the client.** Prepared clear work papers, financial statement reports, and documentation that followed documentation standards.

- Identified accounting and auditing issues. Performed research to problem solve issues that arose while exhibiting professional demeanor.
- **Performed review, analysis and evaluation of existing accounting practices.** Verified that company controls were in compliance with established guidelines and policies.
- **Performed audit by designing and performing tests of internal control over financial reporting, including Sarbanes-Oxley Section 404.**

Education:

MASTER OF SOCIAL WORK (MSW)

09/2012 - 06/2014

University of Denver

Denver, CO United States

- Focus on Social Policy & Community Development
- Graduated Magna Cum Laude with a 3.98/4.00 GPA
- 91 Quarter hours earned

Relevant Coursework, Licenses and Certifications:

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|---|--|
| - Research Methods and Design | Human Service Program Development |
| - Community Economic Development | / Administration Practice |
| - Methods for Evaluation Practice /
Program Evaluation | - Applied Practice Evaluation Research |
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BACHELOR OF BUSINESS IN ACCOUNTING (BBA)

09/2006 - 08/2010

Loyola University of Chicago

Chicago, IL United States

- Major in Accounting
- Graduated Magna Cum Laude with a 3.791/4.00 GPA
- 130 Semester hours earned
- Earned 27 semester hours in accounting

Relevant Coursework:

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| - Ethics in Business | - Auditing & Internal Control Systems |
| - Laws & Regulatory Environment
of Business | - Business Finance |
| - Managerial Accounting | - Business Writing |

References

Name
Title
Employer
Phone number
E-mail address
(relationship)

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SAMPLE