

HENRY M. JACKSON

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SUMMARY OF QUALIFICATIONS

- ▶ Strong background in managing strategic programs, analytical thinking, and budgeting.
 - ▶ Developed experience with public outreach programs, special events, and web design.
 - ▶ Excellent cross-cultural communication skills, extensive international experience, fluency in four languages, and experience with public presentations to diverse constituents.
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PROFESSIONAL EXPERIENCE

EMPLOYER/ ORGANIZATION NAME

(City, STATE)

Job Title

(mm/yyyy – Present)

- ▶ Job duty/ responsibility here
- ▶ Match each bullet point to either a specific requirement or job duty mentioned in the post.
- ▶ Skills and resources used, programs managed. Repeat as necessary to fill in experience.

EMPLOYER/ ORGANIZATION NAME

(City, STATE)

Job Title, Internship

(mm/yyyy – Present)

- ▶ Job duty/ responsibility here
 - ▶ Skills and resources used, programs managed. Internships count as professional experience!
 - ▶ Match each bullet point to either a specific requirement or job duty mentioned in the post.
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EDUCATION

University of Washington

(Seattle, WA)

MA with honors, International Studies

(mm / yyyy – mm / yyyy)

State University

(Place, Country if needed)

Dual BA with honors, Business Management & Japanese

(9 / 1999 – 7 / 2003)

TECHNICAL SKILLS

Languages: Japanese, French, Spanish, and English.

Computing: MS Office suite, Adobe Creative Suite, Keynote, Visio, QuickTime Pro, Acrobat Pro, Salesforce, Peoplesoft, Photoshop, InDesign, Dreamweaver, Illustrator, Stata, R, Premier Pro, Final Cut, HTML, Javascript, Windows & Mac OS.

Other: Conference speaking and presentation, event planning, program development, student development, web design, database management, social media, wilderness first aid certified.

COMMUNITY AFFILIATIONS/ HONORS

- ▶ Mega FLAS (2007 – 2012)
- ▶ Board member, Community Organization (2006-2012)
- ▶ Random Commendation for excellence awarded by blah.
- ▶ Such and such a scholarship for academic excellence, 55 quarters deans list.