

- 1-2 pages long
- Font: 10.5 – 12
- Margin: 0.5 – 1'

HENRY M. JACKSON

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SUMMARY OF QUALIFICATIONS

- Strong cross-cultural communication skills demonstrated through leading social media campaigns and delivering public presentations for diverse constituents
- Extensive experience in developing and managing public outreach programs and special events
- Proficient in conducting qualitative research, analyzing data, and writing policy reports
- Computer Skills: Adobe Creative Suite, Keynote, Acrobat Pro
- Languages: Korean (Intermediate) and Spanish (Basic)

EDUCATION

University of Washington (UW), Seattle, WA June 2022
 Bachelor of Arts, Global and Regional Studies | Minor: Human Rights
 Relevant Coursework: International Political Economy, Human Rights Law in Culture and Practice

Everett Community College, Everett, WA June 2020
 Associate of Arts & Sciences, Global Studies

RELEVANT EXPERIENCE

International Organization for Migration (IOM), The UN Migration Agency, Washington, DC
Operation Intern September 2021 – Present

- Tailor IOM-aligned messages on brochures and websites for relevant external audiences, including corporate partners, philanthropists, and the general American public
- Assist the communications team in planning and implementing a comprehensive informational and marketing strategy to raise awareness of the IOM projects
- Monitor and update the IOM social media channels on a daily basis to ensure accurate and up-to-date information and resources are shared

Senior Task Force Project, UW Jackson School of International Studies, Seattle, WA December 2021 - Present
Human Rights Lab: Global Pandemic and Refugees in America

- Analyze the impact of the Global Pandemic on refugee resettlement in the U.S.
- Collaborate with the Washington State's Office of Refugee and Immigrant Assistance to conduct in-depth analysis of the 20 recent resettlement cases
- Write 100 pages long policy report in a team of 9 students to present to the external evaluator

ADDITIONAL EXPERIENCE

Event Manager, Jackson School Student Association (JSSA), Seattle, WA October 2020 – June 2021

- Organized 5 networking events for the JSSA members, such as Meet & Greet and Winter Social
- Promoted events through social media and email, and oversaw all logistical planning and execution

Cashier, Costco Wholesale, Everett, WA February 2019 – January 2020

- Started as a cashier assistant and promoted to cashier in only 5 months due to excellent customer service skills and reliable attendance

SCHOLARSHIPS AND HONORS

- Annual Dean's List, UW, 2020-2021
- Foreign Language and Area Studies (FLAS) Fellowship (Korean language and Global literacy), UW, 2021
- Neal and Helen Fosseen Endowed Scholarship in International Studies, UW, 2021

- List your experiences in a reverse chronological order
- Use action verbs to create strong bullet pointed statements
- Quantify and qualify, when possible: Use #, %, \$ amounts
- Tailor your resume and make sure to proofread