

6547 Bowman Street
Baltimore, MD 06074

410-455-XXXX

jsmith1@umbc.edu

www.behance.net/jsmith12435

JANE SMITH

EDUCATION

B.A., Media & Communication Studies
University of Maryland, Baltimore County
Capstone: Gentrification & Displacement
in Baltimore City
Expected Grad Date: May 20xx

A.A., General Studies
Montgomery College
Grad Date: Dec 20xx

TECHNICAL SKILLS

Adobe Photoshop

Adobe Lightroom

Adobe Premiere Pro

Adobe Audition

Final Cut

SPSS Statistics

Microsoft Office Suite

AWARDS

Urban Arts Leadership Program
20xx Fellowship Graduation
United States Senate

Certificate of Recognition
Mayor, City of Baltimore

Certificate of Completion
Greater Baltimore Cultural Alliance

WORK EXPERIENCE

Grant and Development Intern, Spotlighter Theater, Baltimore, MD
August 20xx - December 20xx

- Provided administrative support to the Executive Director, including organizing financial records, answering phone calls, and processing mail.
- Consolidated letters and answered phone calls reaching out to community partners seeking their assistances in our capital campaign.
- Coordinated community partnership activities contributing to campaign funds.
- Monitored and updated the donor database records with profile information.
- Conducted web-based research searching for potential donors and community partners.

Head Intern, Maryland TESOL National Convention, Baltimore, MD
February 20xx - June 20xx

- Collaborated with the president of Maryland TESOL and strategically planned a cultural art exhibition which displayed the experience of immigrants and refugees in Maryland.
- Developed partnerships with visual artists and organizations.
- Assembled contracts to protect Maryland TESOL and the visual artists from conflict of payment, damages, stolen artworks, and ownership.
- Arranged meeting with over 100 artists prior to exhibition to discuss inventory and any details regarding the exhibition and/or convention.

Urban Arts Leadership Program Fellow, Greater Baltimore Cultural Alliance, Baltimore, MD

October 20xx - June 20xx

- Participated in intensive leadership, networking, and professional training.
- Engaged in workshops on racial justice and strategic planning.
- Practiced essential skills such as grant writing, community engagement, and financial bookkeeping.
- Served as an art administrator fellow for five months at Jubilee Art, a nonprofit cultural art institution.

Research Assistant, Towson University, Towson, MD

May 20xx - July 20xx

- Conducted social research utilizing anthropological research methodologies and various media platforms.
- Gathered quantitative and qualitative data about topics affecting different parts of Baltimore City.
- Collaborated with my teammates and compiled collected data into a written ethnography, photo essay, video documentary, and audio documentary.