

Joe Public

1500 St Olaf Avenue, Northfield, MN 55057
507-786-6543(Day), 507-786-1234 (Evening)
Joe_Public@stolaf.edu, Social Security Number: 123-45-6789

Job Title & Vacancy Announcement Number: Economist, WA158925-LMS
Country of Citizenship: United States of America
Veterans Preference: N/A
Reinstatement Eligibility: N/A

Education

<i>Northfield High School</i>	Northfield, MN 55057	
Diploma	Received: May 2005	GPA: 3.9 out of 4.0
<i>St. Olaf College</i>	Northfield, MN 55057	130 Semester Hours
B.A. Economics and Philosophy	Received: May 2009	GPA: 3.6 out of 4.0

Relevant Coursework: Principles of Economics, Economic Methods, Intermediate Macroeconomic Theory, Intermediate Microeconomic Theory, Calculus I & II, Introduction to Econometrics, Economics of Public Policy, Game Theory in Economics, Law, Politics & Morality, Formal Logic, Aesthetics, Biomedical Ethics, Asian Philosophy, Environmental Ethics, Philosophy of Science

Computer Skills

Proficient in Microsoft Word, Access, Excel, WordPerfect 7.0, Shazam, SPS, SPXX, VAX systems, UNIX, CoralDraw, PowerPoint

Languages

Proficient in spoken and written Chinese

Work Experience

Intern, Northfield City Government, Northfield, MN 55057 9/2008-4/2009
Supervisor: Jane Doe, (786) 507-9999 Hours worked: 10/week Salary: \$10/hr
Interacted with constituents by taking and responding to constituent inputs. Helped plan writing and editing media advisory events, press releases and photo releases. Researched proposed legislation and recorded citizen opinions regarding bills before the legislature.

Intern, Albert Lea Economic Development Agency, Albert Lea, MN 56007 9/2007- 5/2008
Supervisor: John Doe, (786) 507-8888 Hours worked: 10/week Salary: \$10/hr
Assisted in direct response to customer service and business assistance, issues and inquiries. Researched and collected data in support of City Economic Development projects. Presented research data for business surveys.

Summer Research Assistant, St. Olaf College, Northfield, MN 55057 5/2006-9/2006
Supervisor: Rick Goedde, (786) 507-3126 Hours worked: 5/week Salary: \$10/hr
Collaborated with one professional in collecting, formatting, publishing and distributing charts, manuals, maps, etc. that deal with existing and proposed business and job creation programs.

Volunteer Experience

Volunteer, Habitat for Humanity 8/2008
Constructed houses in New Orleans after Hurricane Katrina with group of 10 volunteers for one week. Cleaned up debris clean-up, put tarps on roofs, and counseled homeowners.

Mentor, Reaching Our Goals 9/2007-5/2008
Met weekly with 2 Latino youth from Northfield middle schools. Encouraged and educated students about attending college and doing well in school by sharing personal experience. Attended interactive field trips with students to develop a more trusting relationship.

Activities & Involvement

Treasurer, Omicron Delta Epsilon 1/2009- present
Maintain responsibility for funds of organization. Assure expenditures of organization are in accordance with approved budget. Recommend workshops and events for members of the organization.

Member, International Development Student Association 9/2008-5/2009
Participated in awareness events for community and campus about international development. Established effective communication channels with other multicultural groups on campus.

Member, Chinese Culture Club 9/2007-5/2008
Engaged in activities to bring awareness about Chinese culture to the college community. Danced traditionally at annual festival and sing in Chinese choir.

References

Rick Goedde, St. Olaf College Professor of Economics
(786) 507-3126
goedde@stolaf.edu

John Doe, Albert Lea Economic Development Agency Executive Director
(786) 507-8888
johndoe@gmail.com

Jane Doe, Northfield City Government Project Manager
(786) 507-9999
janedoe@gmail.com