

Energy Industry Analyst, GS-1101-07:

AMY APPLICANT

Box 50000
Georgetown University
Washington, DC 20057

Phone: 202-687-7394

applicant@georgetown.edu

SSN: 000-11-2222
Citizenship: USA

Veteran's Status: none
Reinstatement Eligibility: N/A

OBJECTIVE: Energy Industry Analyst (GS-1101-07), Federal Energy Regulatory Commission, US Department of Energy Announcement WA200616-LLI

SKILLS AND QUALIFICATIONS:

Diligent and organized student and professional. Student of International Politics, interested in further developing my concentration in the energy sector. I have proven myself reliable and competent in a variety of paid and volunteer positions as well as in the academic arena. Enthusiastic and thorough in every endeavor, I follow each and every task through to successful completion with a positive attitude. Proficient in French, and beginner in Russian.

- **Excellent research abilities** using a variety of sources
- **Strong written communication**, as well as proofreading and editing skills
- **Exceptional interpersonal skills**. Able to connect with people of different backgrounds, experiences, and interests, and to bring them together to work on a project

EDUCATION:

Bachelor of Science in Foreign Service – Georgetown University Walsh School of Foreign Service
3700 “O” St. NW, Washington, D.C. 20057

August 2001 – expected graduation May 2005

- Major: International Politics
- GPA 3.72
- Earned rating of “Very Good” on French Language Proficiency Exam
- Studied at *L'Institute d'Etudes Politiques de Paris* - Junior Year (2003 – 2004)
- Second Honors (*Spring 2003*); First Honors (*Fall 2002*); Dean's List (*Fall 2001*)
- Associate Editor, *Mentis Vita*, student publication for academic papers

Diploma – St. Catherine's School

6001 Grove Avenue, Richmond, VA 23226

September 1997 – June 2001

- GPA 11.53/11, in top 10% of class
- Advanced Placement Scholar with Honor, National Merit Commendation (*May 2001*), Russian Prize (*May 2001*), Inducted into Cum Laude Society (*May 2000*), Head's List (*1999, 2000*); Honor Roll (*1998, 2001*)
- Co-captain of St. Catherine's Varsity Swim Team (*2000*), Chorale Co-head (*2000-2001*), Co-head of Costumes Crew for theatre productions (*1999-2000*), Co-head of Yearbook Artist staff (*2000-2001*), Peer Advisor (*2000, 2001*)

EMPLOYMENT HISTORY:

Amy Applicant, Energy Industry Analyst, GS-1101-07:

HOSTESS

1789 Restaurant
1226 36th St, Washington, DC, 20007
Supervisor: Frank Supervisor, you may contact at (202) 222-1111

August 2004 – present
15 hrs/week
Salary: \$9/hr

Welcome and seat guests in one of the area's finest restaurants. Monitor seated parties and upcoming reservations for evenings of up to 300 guests. Maintain communication with the management, the servers and the kitchen to facilitate efficient performance and quality service. Train new hires in basic responsibilities.

TUTOR

Sciolino/Plump household
4 rue de Commail, 75007, Paris, France
Supervisor : Elaine Tutor 011-22-333-44-55-66

September 2003 – June 2004
15 hrs/week
Salary: €10/hr

Tutored two girls, 8th and 9th graders, in Algebra, English, History, French, Earth Sciences and Biology, assisting them with daily homework, projects and papers, test preparation and study skills.

DEVELOPMENT INTERN

U.S. Department of State, United States Diplomacy Center
320 21st St, NW, Room B-238, Washington, DC, 20520
Supervisor: Charlotte Manager w:(202) 111-2222

Summer 2003
40 hrs/week

Worked with USDC team and professional counsel to prepare Feasibility Study results for presentation. Researched prospective donors and supporting foundations. Researched governance structures for appropriate relationship between federal government and a 501(c)(3).

ADMINISTRATIVE ASSISTANT

Department of Economics/BMW Center for German and European Studies
5th Floor ICC, Georgetown University, Washington DC, 20057
Supervisors: Barbara Boss – BMW Center (202) 222-3333
Marcia Manager –Economics (202) 333-4444

2002 - 2003, 2004 - present
8 hrs/week
Salary: \$8.75/hr

Responsible to professors and administrators for research, typing, copying, faxing, bulk mailings, data entry, scanning PDF files, sending and sorting mail, and scheduling rooms. Act as receptionist, assisting visitors, answering phones and emails.

PROCTOR OF STUDENT LOUNGE

Office of Residential Life
Georgetown University, Washington, DC, 20057
Supervisor: Randy Residence - (202) 222-1111

October 2001 – May 2003
15 hrs/week
Salary: \$6.50/hr

Monitored and tracked students use of common lounge, cleaned, opened/closed, and maintained equipment.

CAPITAL CAMPAIGN/ANNUAL GIVING FUND-RAISER

St. Catherine's School Annual Giving Campaign

Summers 2002 - 2004
10 hrs/week

Amy Applicant, Energy Industry Analyst, GS-1101-07:

6001 Grove Ave, Richmond, VA, 23226
Supervisor: Sue Supervisor (888) 888-2222

Salary: \$8/hr

Worked with Director of Development on the Capital Campaign (2004). Contacted alumni for contributions to school (2002-2003).

INTERN/TELLER

First Market Bank
7324 Bell Creek Road, Mechanicsville, VA 23111
Supervisor : Tanya Teller (888) 555-6666

Summer 2002

40 hrs/week

Salary: \$9/hr

Financial Services Advisor at in-store branch in Mechanicsville, VA. Handled a teller drawer, processed transactions, and provided customer service.

- Top account producer at the branch in July.

TEACHING ASSISTANT

French Department
4th Floor ICC, Georgetown University, Washington, DC, 20057
Supervisor: Aurelia Assistant (202) 687-0000

Spring 2002

9 hrs/week

Salary: \$9/hr

Assisted Dr. Assistant, core tenured faculty, preparing photocopies and materials for classes, assisting with correspondences, and teaching her basic computer skills.

- Translated scholarly article from French to English for presentation at professional conference.

COUNSELOR

Cat's Cap Summer Program, St. Catherine's School
6001 Grove Ave, Richmond, VA, 23226
Supervisor: Lewis Smith (888) 888-2222

Summers 1997, 1999, and 2001, 2004

35 hrs/week

Starting Salary: volunteer; Ending Salary: \$8.50/hr

Supervised and instructed twenty preschoolers in morning classes/activities: woodworking, art, dance, music, storytelling, and games. Provided activities and instruction in art classes for fifteen elementary age students in the afternoons.

INTERN

Georgetown University Alumni and Student Federal Credit Union
Leavey Center, Georgetown University, Washington, DC, 20057
Supervisor: N/A (student run organization)

September 2001- November 2002

6 hrs/week

Handled cash in teller drawer and responded to member needs and questions as a Member Services Representative.

- Won "Stellar Teller" Award.

LANGUAGE SKILLS:

Proficient in French. Earned rating of "Very Good" on French Language Proficiency Exam
Beginner-level Russian

COMPUTER SKILLS:

Proficient in Excel, Microsoft Word, PowerPoint and Access