*This is a sample resume. Feel free to make a copy of this sample and use it to create your own resume. If a section doesn’t apply to you, delete it. Feel free to add other sections if needed. Delete these instructions and tips as well.*

**FIRST NAME LAST NAME**

Montclair, NJ | 123-456-7890 | email@email.com

**EDUCATION**

**Montclair State University**, Montclair, NJ

Master of Public Health

*Community Health Education Concentration*

Anticipated Graduation: Month Year

**Kean University**, Union, NJ

B.A. Communication Studies (3.96)

*Minor in Women’s and Gender Studies*

Graduation: Month Year

**PROFESSIONAL EXPERIENCE**

**Public Health Department, Montclair State University**, Montclair, NJ

*Graduate Assistant* Month Year – Month Year

* Conduct walking and windshield tours to systematically observe community conditions
* Distribute online surveys and maintain data for inclusion in departmental accreditation reports
* Compose literature reviews and annotate bibliographies to detail and synthesize evidenced-based literature for supervisory staff
* Compile organization’s proposals and reports that applied for the Victims Assistance Grant (VAG) to help the state provide clear reporting guidelines for future grant proposals to ensure proper funding and resources for victims

**FIELDWORK**

**Communities Organizing for Prevention and Empowerment (C.O.P.E**.), Montclair, NJMonth Year – Month Year

*Prevention Specialist Intern – Paterson, NJ Outreach*

* Implemented SBIRT (Screening, Brief Intervention, Referral to Treatment) with summer youth groups
* Co-taught evidence-based substance use/misuse prevention intervention with 13- to 24-year-olds
* Connected 20 participants with resources through Intensive Case Management
* Spearheaded a best practice model for Intensive Case Management initiative
* Piloted C.O.P.E.’s newest evidence-based substance use/misuse curriculum with high schoolers
* Participated in 5 community outreach events for underserved populations in Paterson to provide education and resources regarding substance use, sexual health, health services, and homelessness

**The Family Resource Network (FRN**), East Windsor, NJ

*Health & Innovations Intern* Month Year – Month Year

* Collaborated with the Center on Nutrition and Disability to create an Epilepsy Recipe Guide supported by the Get Fit Initiative to create healthy lives for people with all abilities and their family caregiver.
* Developed and set the agenda for *National Caregivers Conference* to address the impact of caregiving on mental and emotional heath
* Created online sponsorship request letters to collect $10,000+ in funding for our *National Caregivers Conference*
* Connected with non-profit organizations and developed partnerships to enhance FRN’s outreach and outcomes
* Designed web and media-based content for webinar series focused on enhancing socio-emotional learning for adolescents with autism

**PRESENTATIONS**

Albert, J. (2021, August 16). *The Consequences of Grief: A Literature Review.* [Poster Presentation]. Build and Broaden Conference: Long-term Impacts of Covid-19 on Latino Communities in the Tri State Area, Montclair, NJ.

Akintimehin, T., Albert, J., Helfand, J. (2021, April 8). *Cooked: Survival by Zip Code.* [Panel Discussion]. Public Health Association at Montclair National Public Health Week event.

**SKILLS**

SPSS & Qualtrics for Research and Analytics, Microsoft Office

**CERTIFICATIONS**

SBIRT – Screening, Brief Intervention, Referral to Treatment (Month Year)

CITI Certification – Human Subjects Research (Month Year to Month Year)

New Jersey Exchange Enrollment Facilitator Certificate of Completion – Healthcare Navigator (Month Year)