

The skills you gain from going abroad or working internationally can give you a competitive edge. Below is an example of how to highlight your international experience and skills gained.

## MOHAMED SINGH

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### PROFESSIONAL SUMMARY

Analytically-minded International Relations recent grad has a strong focus on strategic analysis of foreign markets to help realize company goals. Accurately assesses foreign laws, regulations and sociopolitical factors and their potential impact on company goals. Experience with designing public relations strategies in foreign markets for true global involvement.

### EDUCATION

Bachelor of Arts, **International Relations** and **French** double major, Degrees expected June 2018  
University of California, Davis GPA: 3.23/4.00

Study Abroad, University of Lyon II and l'Institut d'Etudes Politiques—Lyon, France, 9/2016 – 6/2017

### SKILLS

Computer: Advanced proficiency in Word, Excel, PageMaker, email and Internet applications, Proficiency in PowerPoint, Familiar with PCs and MACs, Experience with LoanQuest loan processing software and OMS web-based billing database.

Languages: Professional fluency in written and oral French, Conversant in Farsi (limited written ability), Elementary knowledge of written and oral Spanish.

Character Traits: Excellent interpersonal communication skills, strong writing aptitude, confident, work well in teams, culturally aware, sociable, leadership competent, teachable, and honest.

### RELEVANT EXPERIENCE

**Intern**, State Senate Office of International Relations, Sacramento, CA (9/2017 – current)

Attended official meetings weekly between foreign dignitaries and Senators or Senate staff. Communicated with Senate staff and Capitol staff to arrange meetings for incoming international delegates. Performed open source research on foreign countries and summarize pertinent information for outgoing delegations. Wrote correspondence (letters, emails, faxes) on behalf of Senators and the Office of International Relations to Consulates, US embassies, and foreign governments. Compiled variety of reports and data into Excel and Word applications for publication in Senate Office of International Relations Annual Report.

**Barista**, Coffee House, Paris, France (9/2016 – 5/2017)

In French, took orders and made coffee, tea, and other drinks to customer specifications. Provided customer service during busiest shifts. Effectively communicated with coworkers to ensure smooth operations and welcoming atmosphere.

**Billing Manager**, CAL Internet Services, Inc., San José, CA (6/2016 – 9/2016)

Used interpersonal communication skills to effectively network at business fairs resulting in increased contacts and sales. Managed billing using OMS web-based billing database. Patiently provided tech support to non-technical clients ensuring customer satisfaction and increased sales. Participated in sales and marketing. Drafted official company correspondences in Word.

### ACTIVITIES/INTERESTS

Captain, **Men's Novice Curling Team**, UC Davis (10/2017 – 6/2018)

You can use the skills section to also describe traits.