

Steven R. Jacobs

[srjacobs@vwc.edu](mailto:srjacobs@vwc.edu)

Permanent:  
3328 Hancock Drive  
Richmond, VA 24419  
(804) 555-6161

School:  
Box B-44, VWC  
1584 Wesleyan Drive  
Norfolk, VA 23502  
(757) 555-9001

### Career Objective

An entry-level position utilizing my writing, organizational, and administrative skills within a government or private setting.

### Education

Virginia Wesleyan College, Norfolk, VA, May 2009  
B.A. in Political Science, International Relations Track

### Qualifications

#### Writing and Editing Experience

- Completed a writing-intensive major, including technical writing courses
- Proofread reviews and bibliographic annotations for *PeaceWatch* and *PolicyWatch*
- Wrote two to three sentence annotations of books for recent publications list in *PeaceWatch* and *PolicyWatch*
- Researched and wrote major senior paper, "Middle Eastern Politics and its Nuclear Potential"
- Designed and wrote handbook for high school Model United Nations participants

#### Administrative Experience

- Recorded incoming books for Publications Department
- Communicated with publishers of books being reviewed and annotated
- Maintained budget as treasurer for Political Science Association
- Performed various administrative tasks, including scheduling events, greeting guests, entering information into database, preparing documents, updating listservs, and electronically sending reports

#### Leadership and Management Experience

- Effectively supervised campers and organized activities for each session; appointed lead counselor for summer 2006
- Enforced rules of residence hall complex, and ensured safety of 25 students
- Facilitated academic, educational, recreational, and social programs for students
- Developed and served as a consultant for T.S. Williams High School's 2005 Model United Nations program

### Special Skills

- Proficient language skills (comprehension and composition) in French
- Knowledge of IBM PC and Macintosh computer systems
- Ability to use both Microsoft Office Suite and MacWrite software
- Excellent oral communication and interpersonal skills

### Work Experience

- Publications Intern, Institute for Near East Policy, Washington, DC Summer 2006
- Resident Assistant, Virginia Wesleyan College 2006-09
- Holiday Assistant, Tuckahoe Nursery, Richmond, VA December 2004-06
- Counselor, Camp Blue Ridge, Weyers Cave, VA Summers 2003-05