

Thomas Rolfe

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Summary

- Flexible and responsible, maintaining a 3.6 GPA while completing a 25 hour per week internship
- 4 years of business management experience, increasing productivity and customer interest
- Fluent in Russian and Spanish, intermediate fluency in Japanese
- Proficient with Microsoft Office, Adobe Photoshop, and Evernote

Education

Bachelor of Arts in Anthropology, Minor in Foreign Languages and Cultures

Expected: May 20XX

Washington State University (WSU), *Vancouver, WA*

Professional Writing Certificate

Expected: December 20XX

Washington State University (WSU), *Vancouver, WA*

Relevant Experience

Professional Writing Intern

August 20XX – Present

Port of Portland Historical Society, *Portland, OR*

- Develop promotional and marketing materials, manuals, tutorials and training materials in English, Russian, and Spanish
- Copy edit, compose, and revise policy documents; assist in monthly journal publishing process
- Research and wrote 6 grant applications for educational and historical maintenance programs

Reporter

September 20XX – May 20XX

VanCougar Newspaper, *Vancouver, WA*

- Wrote 16 news articles, and took related photographs, on student topics and campus events
- Met weekly with editors to go over writing concerns and edition themes
- Researched, interviewed, wrote, edited, and formatted articles to meet Associated Press guidelines

Other Experience

Job Training Specialist

July 20XX – October 20XX

United States Army, *Fort Bragg, CA*

- Prepared quarterly reports and budgets for a staff recruitment location, conducting surveys of local businesses and processing demographics which increased interest by 15%
- Created and managed 4 strategic plans and 2 different human resources modeling systems
- Organized the dispersal of 200 staff with individual resources resource allocations
- Coordinated training activities and developed training materials regarding personnel recruitment, selection, initial training, and labor relations for 35 new staff over a 4 year period

Leadership and Volunteer Experience

Volunteer, Pearson Air Museum, *Vancouver, WA*

January 20XX – Present

Member, River City Anthropology Society, *WSU Vancouver*

August 20XX – Present

Member, Veterans Club, *WSU Vancouver*

January 20XX – Present