

Hybrid Style Resume

John Hopkins

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Tip: Think of the profile as your “30 second commercial” or “elevator speech” on paper.

Tip: Be sure to have a professional sounding voicemail message and professional looking email address.

PROFILE

Master of Public Health candidate concentrating in child and adolescent health. Health educator with over 6 years experience in both domestic and international settings. Researcher and community organizer with a strong focus towards improving the quality of life through health communication and cooperation with local governments. Fluent in Spanish, French and Russian.

EDUCATION

Master of Public Health (MPH)

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Expected May 2019

Concentration: Child and Adolescent Health

Relevant Coursework: Principles of Human Nutrition, Prenatal & Infant Growth & Development, Maternal & Child Health Legislation and Programs, Child Health and Development

Tip: Include relevant coursework to highlight your academic training

Honors: Sommer Scholar

Bachelor of Science in Biology

University of Georgia, Athens, GA

Tip: Bold your degree and job titles

May 2015

PUBLIC HEALTH EXPERIENCE

Health Educator/Treasurer

Latinos for Progress, Baltimore, MD

Aug. 2017—Present

Latinos for Progress is a non-profit organization focused on providing Hispanic health outreach services, including HIV/ AIDS prevention and diabetes/ obesity prevention.

- Administer HIV/AIDS testing for Baltimore’s Latino population
- Counsel participants on health issues and help navigation of the public health system
- Act as a Spanish-English Translator for participants and medical staff
- Provide health and legal information and support to callers
- Manage 3 multi-thousand dollar grants
- Serve as member of the executive committee and of the Community Health Advisory Board

Internal Team Coordinator

Bhutan Practicum Project in Health, Baltimore, MD and Thimphu, Bhutan

July 2016 – July 2017

- Oversaw group preparations for a trip to work with the Bhutan Ministry of Health
- Exchanged maternal and child health related information with Bhutanese counterparts
- Prepared grant proposals and requests of support

Rural Health and Sanitation Volunteer

Peace Corps, Colonia Takuare, Paraguay

Oct. 2014 – Aug. 2015

- Co-led national HIV/AIDS conference and training
- Designed and facilitated health training and authored a manual for teachers
- Taught classes on nutrition, dental health, intestinal parasites, and reproductive health
- Collaborated with health post on reproductive health and vaccination programs
- Developed 3 pilot programs to improve site development and communication processes
- Cultivated links with Paraguayan NGOs and coordinated municipal and departmental efforts

RESUMANIA

*Need help in writing, revising and/or creating your resume/CV? Look out for **RESUMANIA!!!** During this event, career services staff and public health professionals will be on hand to provide quick, short-term resume feedback and advice. **Can't join us???** You can always schedule a one-on-one appointment with the Career Services Office to schedule an in-depth resume review.*

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RESEARCH EXPERIENCE**Research Assistant**

Oct. 2018 – Present

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

- Collect, organize and compile of all data pertaining to project sponsored by Food & Drug Administration
- Assist in the organization and development of expert panel on measuring quality indicators
- Coordinate various sources of patient information to inform symposium focus

Faculty Research Assistant

Sept. 2015– July 2016

University of Maryland, College Park, MD

- Assisted in managing the Child Development Lab in the Department of Human Development
- Developed working relationships with a portion of the 600 participants and their families
- Scheduled annual visits with the families
- Administered visits with participants who ranged from 2 to 6 years of age
- Managed and trained 25 undergraduate research assistants
- Cultivated a number of research skills including project design, data collection through questionnaire administration, behavioral assessments, and data entry
- Computed composite scores based on questionnaire data

TEACHING/TRAINING EXPERIENCE**Trainer**

Spring 2017

Area Primary Schools: Nghezimani, South Africa

- Created and led teacher workshops on integration of HIV/AIDS into future curriculum
- Developed and presented lesson plans for life skills, family planning and HIV/AIDS prevention for host-country national students at a local secondary school

Pre-School Facilitator

Fall 2016

El Círculo de Recreación y Aprendizaje: Santa Isabel, Quito, Ecuador

- Assisted and often led class of twelve 3-6 year olds
- Developed the children's social, language, hygiene skills
- Taught two 4th grade classes of 35 students in history, math, and science

PUBLICATIONS/PRESENTATIONS

Hopkins, J. Coylew, M.J., Dirbed, C. "The Future of Health Services: Summary of Experts," e-Health. 2017 June; 13 (3):341-7.

Rosenstein, A.H., Hopkins, J., et al., "Emerging," American Journal of Medical Quality. 2016 May-Jun; 22(3):164-9.

PROFESSIONAL DEVELOPMENT**Computer Skills:** Microsoft Office Suite, Stata, SPSS**Languages:** Spanish (Fluent), French (Conversational); Russian (Conversational)**Memberships:** American Public Health Association (2017–Present); Global Health Council (2017-Present); Maryland Public Health Association (2016-Present)**Travel Abroad:** Paraguay, South Africa, Bhutan, Ecuador, Dominican Republic, Bangladesh, China, Peru, Colombia, Costa Rica, Mexico, Ireland, Romania, Czech Republic, Hungary, Austria**Volunteer:** Coordinator, JB Grant Child Survival Week (2018-Present); Crisis Counselor, Maryland Sexual Assault Crisis Service (2013–2015)**Tips for Writing Successful Resumes/CVs**

1. Start with one base resume/CV to use as your master document which includes everything
2. Edit your master document so it is tailored to the specific position you are applying for
3. Avoid "cookie-cutter" resumes/CVs
4. Make your resume/CV easy to scan quickly – outline format
5. Education = biggest selling piece!!!
6. Proofread, proofread, and proofread again. There should be no spelling or grammar errors in the resume/CV
7. List a page number and your name on each additional page
8. Convert to a PDF before submitting your application