**Highlights Courses**

# **General Grizzly**

Lawrenceville, GA 30043 | (678) 407-5702

careerservices@ggc.edu | linkedin.com/in/sherriegoodman

## Qualifications:

* Strong foundation in the areas of American Government, Constitutional and Administrative Law and Public Administration
* Solid ability to research and analyze information
* Strong written and verbal communication skills
* Able to work well independently or in a group setting
* Extensive experience with Microsoft Office Suite 2016, MAC and Windows Operating Systems

## Education:

**Georgia Gwinnett College** Lawrenceville, GA

Bachelor of Arts in Political Science, International Relations Concentration May 20XX

**Relevant Courses:** International Law, International Organizations, International Developments, International Relations, Comparative Foreign Policy, Topics in International Politics, US Security Studies, Criminal Law

## Course Projects:

**Directed Research Course, Political Science Department** Professor X

Spring 20XX

* Conducted 95 hours of supervised research on the topic of “Impacts of International Relations on Foreign Countries”
* Developed learning objectives with the approval of the course professor
* Prepared a 15 page research paper and present to a team of political science professors through a PowerPoint at the end of the course

**International Relations Course, Political Science Department** Professor X

Fall 20XX

* Simulated as a group peacemaking between to a foreign and domestic country to create a resolution
* Presented resolution to professor and students as a group through a PowerPoint presentation
* Described the challenges, success, and group dynamics over the 6 week project timeline

## Work Experience:

**Georgia Gwinnett College Campus Bookstore** Lawrenceville, Georgia

Textbook Associate August 20XX – Present

* Assist Customers in finding the correct book for their semester schedule
* Operate and process the online ordering system for all online orders
* Address any issues raised by students concerning their class schedule, textbook, or any general issues
* Delegate job assignments to team members during book rush to make sure all students were handled properly

## Volunteer Experience:

**The Governor’s Office of Student Achievement**

GHP Volunteer Aug 20XX – Present

## Availability: Spring 20XX