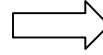


**CHRONOLOGICAL RESUME
(EXPERIENCED)**

NAME NAME
Street Address
Cambridge, MA 02138
555.555.5555
name@gse.harvard.edu

EDUCATION

HARVARD UNIVERSITY, Cambridge, MA
Graduate School of Education
Master of Education, Education Policy and Management, June 2006



In chronological resumes, we generally suggest placing your education first since that is what you have been doing most recently.

HARVARD UNIVERSITY, Cambridge, MA
John F. Kennedy School of Government
Master in Public Administration, June 2005
Methodical Areas of Concentration: Leadership and Strategic Management and the Mobilization of Support

PRINCETON UNIVERSITY, Princeton, New Jersey, B.A., Politics, 1989

PROFESSIONAL EXPERIENCE

PREP FOR PREP, New York, NY 1998 - 2004
Held increasingly responsible positions in leadership development organization which identifies intellectually-gifted low-income Black, Latino and Asian 5th and 7th grade students from NYC public schools, prepares them academically, and places them in top private schools. After providing academic, leadership and leadership opportunities over of 5-7 years, Prep helps place each student in a top college and works with them through graduation from college. (Prep for Prep.org)

List your work history in reverse chronological order.

Deputy Executive Director for Alumni/ae Affairs 2003 - 2004

- Served as first executive staff member leading alumni affairs office, serving the largest and fastest-growing constituency of the organization.
- Led Ninth Alumni Giving Campaign committee, raising over \$96,000 from 53% of our college graduates.
- Created and managed alumni community-building events such as Professional Networking Receptions.
- Alumni Visitation Day, Contingent Reunions, and monthly social gatherings for 1,057 college graduates.
- Oversaw production of *Prep Alumni Monthly* newsletter.

Deputy Executive Director for Leadership Development 2002 - 2003

- Supervised 14 full-time staff members in delivering academic counseling, college guidance, public policy internship and employment to over 450 high school students.
- Managed budget of over \$ 1.7 million.
- Built relationships with NYC independent school administrators to manage cooperation on personal and college guidance issues.
- Managed staff and teachers during 16 separate three-night/four day leadership development
- Developed and supervised planning of 11 week-long overnight college trips for 150 high school
- Managed relationships with other nonprofit organizations to ensure that students received

Generally, it's a good idea to list your employers and titles on the left hand side since that is the most important information and people tend to scan the left side of the page first. Place dates of employment on the right side.

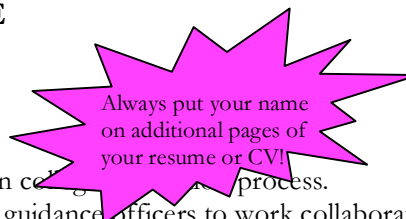
Deputy Executive Director for Leadership Development & Alumni/ae Affairs Division 1999 - 2002

- Managed division of 28 staff members providing leadership development and academic counseling services to 400 10-12th graders and over 600 undergraduates.
- Managed budget of over \$3 million.
- Served as staff representative responsible for identifying and helping alumni/ae who lost a parent as a result of attacks of 9/11. Managed organization's financial and personal assistance to these alumni/ae.

Director of Leadership Development & College Guidance

1998 - 1999

- Managed staff of eight full-time staff members.
- Served as head guidance counselor for 140 high school seniors on college application process.
- Managed relationships with over 40 independent schools college guidance officers to work collaboratively.

**NEW YORK STATE ASSEMBLY**

1997 - 1998

Candidate for 79th Assembly District, Bronx, New York

- Ran for political office against nine-term incumbent of New York State Assembly to represent the 79th Assembly District of the NYS Legislature.
- Overcame political machine's effort to block placement on ballot for Democratic primary.
- Finished 2nd in three-way race after raising \$75,000.
- Initiated and aired public access television show featuring discussion of important issues including economic development, school over-crowding, election reform and fire safety.
- Conducted and aired exclusive one-on-one interview with former NY Governor Mario Cuomo.

NEW YORK STATE ASSEMBLY**Special Assistant to Chair of the Democratic Party**

1996 - 1997

- Hired by Bronx Democratic Party Chairman to serve as ongoing liaison between him and his three offices (Albany office and two Bronx offices).
- Managed Chairman as he attended to daily commitments and tasks.

Prep for Prep, New York, New York

1989 - 1996

Director of Leadership Development

1990 - 1996

- Supervised six employees providing leadership development services to over 300 10th-12th graders.
- Directed college guidance counseling for 150 day and boarding high school seniors.
- Created and led Prep's first Alumni/ae Giving Campaign.
- Led first six Alumni/ae Giving Campaigns and achieved participation rates above 70% each year.

Coordinator of Leadership Development Activities

1989 - 1990

- Hired as first staff member to design and implement leadership development projects and opportunities for students.
- Created first Summer Jobs Bank allowing 11th and 12th graders to earn much-needed summer funds while exploring future career options.
- Chaired student committee launching Students Advocating for Young Children (SAYC), a child advocacy group led and staffed by students.

ACTIVITIES/AFFILIATIONS

Publications: Author of the epilogue, **Be The Dream: Prep for Prep Graduates Share** 2003. Gary Simons, et al. Algonquin Books of Chapin Hill

Harvard Journal of Hispanic Policy, Volume 17, 2004-05. Book review of *Boricuas in Puerto Ricans and the making of Modern New York City*.

Hotchkiss School, Lead Agent for 2005 Annual Fund & 20th Reunion Drive, Class Agent, **First Alumnus** to serve on Prep for Prep's Board of Trustees, 1996-2003.

Endorsed for State Assembly by El Diario/La Prensa, the nation's largest Spanish language daily newspaper.

New York University Service Award 1993. Selected by NYU's undergraduates for service to NYC Latino students.

The Hotchkiss School Alumni Association Community Service Award Winner, 1993

First Recipient of the Prep for Prep ALUMNI PRIZE, 1989

Including headings such as Activities is optional but it is a good way to show that you are well rounded and committed to your community or various causes.