

# MARTIN KENNEDY

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## OBJECTIVE STATEMENT

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University of Maryland, Baltimore County honor student and United States Marine Corps Veteran committed to public service and continuing education.

## EDUCATION

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University of Maryland, Baltimore County Baltimore, Maryland

- Bachelor of Arts, Political Science, *Cum Laude* (May, 20xx).
- 3.58/4.0 GPA.
- Golden Key Honor Society and National Collegiate Scholar (present).
- Academic Honors List, President's List and Dean's List (20xx-20xx).

Community College of Baltimore County Baltimore, Maryland

- Associates of Arts Degree, General Studies, *Cum Laude* (May, 20xx).

## RELEVANT EXPERIENCE

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Mendall, Berry & Dubowitz Law Firm, Washington, D.C.

*Legal Intern, 20xx*

- Researched case law and legal material related to business, family, and immigration for current caseload.
- Constructed articles of incorporation and assisted with client consultation and in courtroom appearances.

United States Marine Corps, Marine Corp Base Hawaii, Kaneohe Bay, HI

*Legal Services Specialist, 20xx-20xx*

- Provided expertise on the preparation of legal correspondence, forms, reports, wills, powers of attorney and other documents for the office of the staff judge advocate.

## OTHER EXPERIENCE

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Community College of Baltimore County, Baltimore, MD

*Veteran Affairs and Financial Aid Specialist, 20xx-present*

- Provide expertise on financial aid and veteran benefits to to current and perspective students.
- Maintain student financial aid and veteran affairs records and monitored financial aid and veteran documentation.

Police Athletic League Center, Baltimore, MD

*Volunteer, 20xx*

- Mentored at-risk youth in partnership with Baltimore County police officers.
- Provided college information for high school juniors and seniors preparing to graduate.

Marine Corps Toys for Tots Foundation Kaneohe, Hawaii

*Volunteer, 20xx-20xx*

- Collected and distributed toys to disadvantaged children in the communities of the Island of Oahu.

## SKILLS

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- Experienced in quantitative research using SPSS statistical software and qualitative research (interviewing).
- Proficient in Microsoft Office suite (Word, PowerPoint, Excel).
- Strong verbal and written communication skills.
- Extensive leadership and professional experience as a Marine non-commissioned officer.

## AWARDS AND HONORS

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- 20xx Certificate of Appreciation for Outstanding Performance as Legal Clerk for the Staff Judge Advocate for Joint Anti-terrorist Base, Camp Lemonier, Djibouti, Africa.
- 20xx Good Conduct Medal from the Marine Corps.
- 20xx Navy and Marine Corps Achievement Medal for Superior Performance of Professional Duties in the Legal Services Center.
- 20xx Meritorious Mast for Superior Achievement in the Legal Services Specialist.