

# Claire Baker

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Baltimore, Maryland 21250

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**ACADEMIC BACKGROUND:** University of Maryland, Baltimore County, Baltimore, Maryland May 20xx  
*Bachelor of Arts Degree*  
Major: Sociology  
GPA: 3.44/4.0  
Honors: Maryland Senatorial Scholarship, Outstanding Undergraduate Alumni Award

Catonsville Community College, Catonsville, Maryland December 20xx  
*Associate of Applied Science Degree*  
Major: Computer Engineering Technology  
Honors: Tau Alpha Pi National Honor Society for Engineering Technologists

**RELEVANT COURSES:** Analysis of Sociological Data, Methodology of Social Research

**WORK EXPERIENCE:** Graduate Assistant August 20xx - Present  
*Maryland Department of Health and Mental Hygiene*  
Baltimore, Maryland

- Compile information in order to recommend geographic areas throughout Maryland as Health Professional Shortage Areas.
- Assist health practitioners interested in serving medically underserved areas in the application process for available programs, such as J-1 Visa Waivers and National Interest Waivers.

Research Assistant January 20xx - Dec 20xx  
*Center for School Mental Health Analysis & Action, University of Maryland School of Medicine,*  
Baltimore Maryland

- Compiled and analyzed survey results conducted on behalf of the National Assembly of School Based Health Care using SPSS and Power Point.
- Conducted literature reviews to assist in the development of mental health care resource packets targeted toward parents, teachers, and school clinicians.

Biological Sciences Aide Feb. 20xx - Dec. 20xx  
*Veterans Affairs Medical Center, Baltimore Maryland*

- Conducted research locating exercise facilities that are available to individuals with chronic health conditions in the Greater Baltimore area.
- Compiled and analyzed research findings using MS Excel, MS Access, and SPSS.
- Observed the application of exercise intervention on stroke patients in a rehabilitation and community-based setting.

Administrative Clerk May 20xx - January 20xx  
*FEDEX Home Delivery, Beltsville, Maryland*

- Operated VRP (Vehicle Routing Parameters) system to facilitate route formations.
- Organized and Administered contractors' daily route schedules.
- Resolved customer complaints and grievances.
- Interacted daily with managers and contractors.

Administrative Assistant August 20xx - April 20xx  
*Affiliated Computer Systems Government Services Inc. /Lockheed Martin Information Technology,*  
Rockville, Maryland

- Assisted Sr. Accounting Manager with administrative duties including financial projections, procurement, weekly/monthly reports, and employee relations.
- Reviewed invoices for completeness, accuracy, availability of funds, appropriateness of transaction, and conformity to policies, procedures, and contractual agreements.
- Improved upon existing filing system and maintained that system efficiently and effectively.

**SKILLS:**

- Strong, committed work ethic and a profound ability to work well with a team.
- Eager and motivated, needing little direction and incorporates initiative in working style.
- Ability to communicate effectively both verbally and in writing.

**COMPUTER SKILLS:** MS Excel, MS Word, MS Access, MS PowerPoint, SPSS