**Liberal Arts & Science Resume Example**

**HUGO N. HAWK**

1 Hawk Drive, New Paltz, NY 12561 | hugohawk@gmail.com | 845-257-3265

**Education**

*State University of New York at New Paltz*, New Paltz, NY

**Bachelor of Arts in International Relations and Asian Studies**  Expected May 2019

GPA 3.6, Dean’s List (all semesters)

*Meigi University*, Tokyo, Japan August-December 2017

**Study Abroad:** Demonstrated independence, adaptability, and cross-cultural communication skills while immersed in a multinational academic program*.*

**Related Coursework/Projects**

* ***Governments and Politics of China and Japan***- gained an understanding of policy making processes and the governments, parties, and interest groups in each country.
* ***Economics of Globalization***- evaluated social and economic merits of Asian countries regarding the institutional development of globalization.
* ***Independent Study***- researched and analyzed the economic and business trends in Japan.

**Related Experience**

**Global Initiatives Intern**, Asia Society, New York, NY September 2018-present

* Research and analyze business trends to prepare informational materials for programs.
* Communicate with external contacts from key countries in Asia to assemble news briefings on business and economic trends.
* Collaborate with the department director and staff to develop public programming and events ranging from 10-250 attendees.

**Leadership Experience**

**Resident Advisor**, SUNY New Paltz, New Paltz, NY September 2015-May 2017, January 2018-present

* Act as a resource for students in a 400 person residence hall. Uphold policies and procedures.
* Create informative and educational bulletin boards that encourage student thought and participation on campus.

**Additional Experience**

**Server**, Cracker Barrel, East Greenbush, NY August 2014-2017

* Provided friendly customer service to approximately 100 customers per shift.
* Worked as part of a team with other servers, management, and kitchen staff to ensure timely order fulfillment.

**Skills**

*Languages*: Bilingual in Japanese and English

*Presentation*: PowerPoint, Prezi

*Social Media*: Instagram, Facebook, Twitter