

# INTERNATIONAL AFFAIRS: LATIN AMERICA

## SAMPLE TOPIC AREAS

- Human Rights/Law
- Development
- Finance/Trade
- At-Risk Populations
- Medical/Health
- Economics
- Immigration and Refugees
- Southern Cone
- Cuba Relations
- Neoliberalism
- Education
- Environment
- Fundraising
- Terrorism
- Agriculture

## KEY SKILLS

Advocacy	Prioritization
Analysis	Project Mgmt.
Area Knowledge	Public Speaking
Communication	Reading
Cultural Awareness	Research
Initiative	Second Language
Interpersonal	Writing/Briefing

## SAMPLE OCCUPATIONS

Archivist	Journalist
Consultant	Policy Analyst
Development Officer	Program Coordinator
Foreign Service Officer	Public Policy Director
Information Officer	Researcher
Int'l Relations Specialist	Trade Specialist
Intelligence Analyst	Travel Supervisor

## SAMPLE WORK SETTINGS

Academic Institutions	Government Agencies	Museums
Civil Rights Commissions	Hospitals/Clinics	Real Estate Agencies
Consulting Firms	Insurance Agencies	Think Tanks
Educational Non-Profits	Development Contractors	Trade Associations
Foundations	Media/Public Relations	Travel and Tourism Agencies

## ONLINE RESOURCES

### SAMPLE EMPLOYERS (US)

- [American Red Cross](#)
- [Associated Press](#)
- [Brookings Institution](#)
- [Center for Justice and Int'l Law](#)
- [Cisco](#)
- [Coca-Cola](#)
- [Council on Foreign Relations](#)
- [Council on Hemispheric Affairs](#)
- [CSIS](#)
- [Ernst & Young \(EY\)](#)
- [FINCA International](#)
- [Human Rights Watch](#)
- [IDB](#)
- [Lutheran Immigration and Refugee Services](#)
- [Marriott](#)
- [Meridian International Center](#)
- [Nuestros Pequeños Hermanos](#)

- [Pan American Health Organization](#)
- [PricewaterhouseCoopers](#)
- [UN Economic Commission for LAC](#)
- [Wilson Center](#)
- [World Bank](#)

### SAMPLE EMPLOYERS (Int'l)

- [Conectas Direitos Humanos](#)
- [Directorio Legislativo](#)
- [Fronteras Unidas Prod Salud](#)
- [Fundacion Paniamor \(Costa Rica\)](#)
- [Fundacion Runa \(Peru, Ecuador\)](#)
- [Justica Global \(Brazil\)](#)
- [La Pedrera School Project \(Guatemala\)](#)
- [Poder Ciudadano \(Argentina\)](#)
- [Transbank \(Chile\)](#)

### STUDENT ORGANIZATIONS

- [AIESEC](#)
- [Amnesty International](#)
- [Engineers without Borders](#)
- [GW Alt Breaks](#)
- [Lambda Pi Chi Sorority](#)
- [Lambda Upsilon Lambda](#)
- [Organization for Int'l Development](#)
- [Puentes GW](#)
- [Sigma Iota Rho](#)
- [OLAS](#)

### JOB SEARCH

- [WOLA.org](#)
- [Teachforall.org](#)
- [Eslcafe.com](#)
- [iaeste.org](#)
- [Transitionsabroad.com](#)
- [interexchange.org](#)
- [indeed.com](#)
- [Jobomas.com](#)
- [GoInGlobal via GWork](#)

### RESOURCES & ORGANIZATIONS

- [Amnesty International](#)
- [Council on Foreign Relations](#)
- [Organization for Economics Cooperation and Development](#)
- [Institute for International Education](#)
- [Organization of American States](#)
- [World Trade Organization](#)



Center for  
Career Services

## Jorge Mujica

1234 Massachusetts Ave NW Washington, DC 20000  
Jmujica@gwmail.gwu.edu  
123.456.7890

### EDUCATION

**The George Washington University, Elliott School of International Affairs, Washington, DC**  
**Bachelor of Arts in International Affairs, Concentration in Latin America, August 2015**

**Universidad de Buenos Aires, Buenos Aires, Argentina**  
**Study Abroad, Spring 2014**

### EXPERIENCE

**Smithsonian Latino Center (SLC), Washington, DC**

**Development Intern, January 2014-Present**

- Conduct donor prospect research, compiling potential donors and matching to SLC needs
- Coordinated in-house mailing to prospective and existing donors from a variety of corporations, foundations, and individual donors
- Assisted with board meeting preparation by gathering documents and ensuring all board members' needs were met prior to meeting

**National Archives, Washington, DC**

**Archive Intern, September 2014-December 2014**

- Assisted with writing reports and materials for conservator and archivist
- Conducted meetings with archive volunteers to ensure proper care of museum objects
- Maintained over 1,000 acquisitions, exhibitions, education, and overall collections care

**Dumbarton House, Washington, DC**

**Development Intern, September 2013-December 2013**

- Researched donor records using Razor's Edge to support Development Assistant's fundraising efforts
- Generated direct-mail fundraising for 400 "Gold Circle Donors"
- Produced the educational materials for "Historic Preservation Roundtable" series by collaborating with marketing team to compile photographs and original content

**Latino Student Association, The George Washington University, Washington, DC**

**President, January 2012-September 2013**

- Coordinated five meetings a year with faculty and guest speakers
- Managed activities budget of \$10,000 a year for programming
- Elected four board members by conducting campus-wide interviews
- Organized the "Bench by the Road" project with Nobel Laureate Toni Morrison

### ACTIVITIES

Member, Latin American Studies Association, May 2011-Present

Member, Multicultural Student Services Association, November 2012-Present

Treasurer, DC Preservation League, August 2012-February 2013

Member, GW Singers, September 2011-August 2012

### SKILLS

**Computer:** Microsoft Excel, PowerPoint, Word; Razor's Edge, InDesign

**Language:** Professional Working Proficiency in Spanish and French

• Dacos del Atlantico (Guatemala)

SAMPLE RESUME



Center for  
Career Services

800 21st St. NW, Suite 505 • 202-994-6495

<http://careerservices.gwu.edu>

[gwcareercenter@gwu.edu](mailto:gwcareercenter@gwu.edu)