

ORGANIZATIONAL SCIENCES

POTENTIAL TOPICS

MICRO

Testing and Assessment
Performance Management
Training and Development
Equality in the Workplace
Work/Life Balance
Mentoring and Motivation

MACRO

Interorganization Relations
Knowledge Management
Strategic Management
Organizational Culture
Globalization
Social Inequality
Entrepreneurship

KEY SKILLS

Communication	Judgment
Conflict Resolution	Organization
Creativity	Planning
Critical Thinking	Problem Solving
Flexibility	Research
Fundraising	Synthesizing
Interpersonal Skills	Team Work

SAMPLE WORK SETTINGS

Airlines	Newspapers/Media
Businesses	Non-Profit Org's
Communications	Political Organizations
Government	Public Relations
Hospitals	Talent Management
Human Resources	Universities & Colleges

SAMPLE OCCUPATIONS

Advertising Manager	Health Care Manager	Non-profit Manager
Association Administrator	Human Resources Manager	Political Campaign Manager
Business Manager	Labor Relations Specialist	Project Manager
Department Manager	Management Consultant	Public Administrator
Executive Coach	Media Communications Manager	Recruiter
		Trainer

ONLINE RESOURCES

SAMPLE EMPLOYERS

Accenture	Mitre Corporation
Army National Guard	Neiman Marcus
BAE Systems	Northrop Grumman
Bain Consulting	PBS
Baker Tilly, LLP	SAIC
Bearing Point	State Government
College Board	The George Washington Univ
Georgetown University	Towers Watson
IMF	US Department of Labor
IKEA	US General Services Admin.
Lee Hecht Harrison	US Office of Personnel Management
Macy's	Walt Disney Parks & Resorts
Marriott	
Microsoft	

STUDENT ORGANIZATIONS

[GW Society for Human Resource Management](#)
Health Services Management and Leadership
[Organizational Sciences Student Association \(OSSA\)](#)

PROFESSIONAL ORGANIZATIONS

[Association for Business Communication](#)
[Association of Change Management Professionals](#)
[American Marketing Association](#)
[Association of Talent Development](#)
[Public Relations Society of America](#)
[Society for Human Resource Management](#)

JOB SEARCH

www.opm.gov	www.astd.org
www.humanresources.org	www.indeed.com
www.HigherEdJobs.com	www.shrm.org



Center for
Career Services

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EDUCATION

The George Washington University, Washington, DC

Bachelor of Arts in Organizational Sciences; Minor in Psychology, May 2014

GPA: 3.2

Relevant Coursework: Strategy in Organizations, Organizational Network Analysis, Extreme Decisions, Leadership and Performance, Negotiations and Conflict Resolution

EXPERIENCE

Freedom House, Washington, DC

Communications Intern, January 2012-Present

- Create and distribute external content including press releases, media alerts, and website content
- Maintain social networks on Facebook, Twitter, LinkedIn, and use these platforms to engage and educate public on democracy and human rights issues and to raise awareness of violations of these rights
- Create and implement social media campaigns that include video, articles and pictures
- Research and strategize ways to increase search engine optimization (SEO)
- Assist with communications projects such as video editing and designing publications

IBM, Washington, DC

Business Development Intern, September 2011-December 2011

- Researched target companies to identify decision-makers and influences in order to build relationships for future
- Organized 200+ accounts for streamline marketing strategies
- Designed and implemented SharePoint Page for Sales Team to improve fluidity of file and document retrieval
- Tailored marketing strategies for specific industries and assisted in the design of materials for current and future employee training

Proclivity Recruitment Solutions, Washington, DC

Organizational Development and Sales Support Analyst, January 2011-June 2011

- Researched social and non-profit entrepreneur job market in Washington, DC, Maryland and Virginia
- Gathered financial and job announcement information for non-profit organizations to maintain an up-to-date database of available positions
- Organized resumes and applications of over 35 applicants per week for existing vacancies

LEADERSHIP EXPERIENCE

Camp Stella Maris, Livonia, NY

Camp Counselor, June-August, 2009-2011

- Maintained camp website and social media sites; updated weekly with photos and video clips of campers
- Represented the camp to parents and others, answering questions and easing concerns
- Planned and executed daily activities for 40 children, ages 8-14 that support physical activity such as rock climbing, kayaking and swimming; managed safety and resolved conflicts

SKILLS

Computer: Microsoft Word, PowerPoint, Excel, LexisNexis, Cision, Adobe Dreamweaver, CSS, Photoshop, Final Cut Pro, Facebook, Twitter, LinkedIn, Pinterest, Wordpress, Tumblr

