

SCOTT MARINGER

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EDUCATION

George Washington University, Washington, DC *Aug 05-May 09*
International politics concentration with an emphasis in international security studies

- Graduated Magna Cum Laude
- 3.7 GPA on a 4.0 scale, Deans List every semester
- Coursework: Accounting, Fundamentals of Finance, Multinational Corporations, International Trade, International Finance, Statistics

Comment: Consider adding a leadership experience to the academic section. A club leadership position or research work for a professor if applicable.

Comment: Consider the following standard format: Bachelor of Science (BS), *magna cum laude* in International Security, 2009.

Comment: Delete this line (See above note)

Comment: Graduating *magna cum laude* implies a very high GPA. I would remove this unless the specific job posting has a GPA requirement. However, if you are a member of national honor society like Phi Beta Kappa, this can be added. If you include GPA, use standard format: Cumulative GPA: 3.7.

Comment: Instead of coursework say Relevant Coursework: course A, course B, etc. List only 2-3 courses and make them as specific to the job posting as you can.

Comment: This is a very broad statement. What did you use to track the information, and what was the impact of your reports?

Comment: This is a nice list of activities but some are much more impressive than others. Consider deleting "deposited subscriptions" and making the annual budget creation a separate bullet.

Comment: This is a great management experience that is also transferable to almost any job. Consider making this your first bullet.

Comment: All of these bullets are extremely vague. Give an example of a successful program, your actual reporting/counseling duties. Think about achievements, not responsibilities for bullet points.

Comment: Be careful with fancy titles that don't accurately capture your role. A three month job is usually considered an internship. Remember that honesty and integrity is crucial to land an interview.

Comment: What type of reports were these and how were they used by the Senate Office? More importantly, what was the impact to your action?

Comment: What type of requests did you receive? Were the requests via mail, email, phone? Were you trusted to respond to all requests and draft correspondence? Focus on impacts.

Comment: Consider removing the leadership section and replacing it with a section entitled Additional Information. The Lecture Fund experience can be added as a bullet to this section.

Comment: Consider adding other skills to the Additional Information section based on the type of role (examples include language skills, computer skills, volunteer work, etc).

Comment: The Additional Information section can also be used to add major high school accomplishments as long as they are in some way related to the job.

PROFESSIONAL EXPERIENCE

George Washington University Journal of International Affairs, Washington, DC *Aug 07- May 09*
Finance/Accounting Director

- Tracked all cash flows and provided useful and timely information regarding finances
- Deposited subscription and other sales revenues, updated and balanced accounts, produced monthly reports on current position and future projections, and created the annual budget
- Supervised a team of two finance assistants and reported directly to business manager, editor-in-chief

George Washington University Residence Life, Washington, DC *Aug 06- May 09*
Resident Assistant (RA)

- Directly responsible for the emotional, physical, and academic well-being of 50 residents
- Consulted multiple university offices, student organizations, and outside resources to prepare custom programming for residents in order to meet a variety of needs
- Collaborated with a staff of eight RA colleagues about issues such as roommate conflicts, drugs, alcohol, and depression that arise in a residence hall of 300 upper-class students

Office of Senator Thomas Carper, Washington, DC *Aug 06-Dec 06*
Assistant Foreign Policy Director and Chief Legal Counsel

- Attended congressional hearings and drafted reports on legislative issues ranging from US immigration policy to the genocide in Sudan
- Responded to constituent requests through online research, the Congressional Research Service, and contact with government agencies

LEADERSHIP

Lecture Fund, George Washington University, Washington, DC *Apr 07- May 08*
Executive Board Member

- Chosen from over 30 applicants to become a board member of the student-run Lecture Fund organization, overseeing an annual budget of \$50,000+
- Contacted speakers, booked flight and hotel reservations, organized receptions, and ushered events
- Past speakers include President Bill Clinton, President Victor Yushenko, and CIA Director George Tenet

General Comments on Resume