Resume Sample #1: Chronological [Calibri font]

NAME email

Street Address (can leave street address off) phone

City, State Zip Code LinkedIn URL

**CAREER SUMMARY**

Resourceful agriculturist and operations manager with over 15 years of international experience. Major strengths include program development and portfolio management for global agricultural technology projects, resulting in improved profitability and sustainability. Recognized for strong client orientation and the ability to develop and implement highly successful solutions for key issues affecting portfolio performance. A team player dedicated to motivating and mentoring colleagues within multicultural settings.

 **EXPERIENCE**

**THE WORLD BANK GROUP, Washington, DC 1994-present**

**Senior Agriculturist,** Rural Development Unit

Islamabad’s Field Office, South Asia Region, 2010-present

Manage a team of 25, focusing on improving the performance of the Bank-assisted portfolio across all sectors including agriculture. Portfolio size 45-50 projects with an outstanding balance of $4-5 billion.

* Planned, processed and directed the country and provincial portfolio performance reviews; identified key issues and actions affecting project implementation and developed solutions which improved project performance and fund utilization.
* Managed and mentored staff to improve performance of task leaders and task assistants. Analyzed slow-moving projects; worked with team members to determine causes and create innovative and cost-effective solutions.
* Developed a new project supervision strategy which improved team performance, bringing projects in on time and under budget while consistently meeting client expectations.
* Planned and organized annual meetings to develop collaborative donor, research, and institutional linkages to broaden the exchange of views and experiences on country-assisted agricultural development programs.

**Senior Agriculturist**, Bangladesh Resident Mission, Dhaka, 2007-2010

Managed projects in the field of agriculture research, extension, and forestry. Introduced significant improvements in the extension and research systems to increase productivity, improve resource management, and strengthen physical and social infrastructures.

* Mentored national staff of the Agriculture/Natural Resources Team to improve

 task leadership.

* Promoted successfully the use of NGOs as development partners for forestry protection operations and home gardening projects.
* Interacted with the donor community to more effectively coordinate country assistance programs in agriculture.

**Name** Page 2

**Senior Agriculturist**, India Department, Washington, DC, 2000-2007

Managed two major agricultural rural development projects. Successfully completed complex negotiations of the Upper Krishna Resettlement and Irrigation Project ($550M).

* Led the Tamil Nadu Agriculture Development Project, a one-of-a-kind initiative at the time, from inception through Board presentation.
* Persuaded Indian authorities of the need for a major change in project design and concept from a multi-state extension program to a one-state development program, resulting in successful implementation and replication over several states within India.

**Agriculturist/Senior Agriculturist**, World Bank Europe, Middle East and North Africa Region, 1994-2000

Led Bank missions in project preparation, appraisal, and supervision in Yemen, Egypt,

and Syria.

* Introduced significant improvements in project design, focusing on agricultural technology. 95% of farmers served adopted at least one new technology.
* Strengthened linkages and collaboration between agricultural research and extension through policy changes and reorganization.

**CIMMYT, Mexico 1984-1994**

**Training Officer**

Redesigned the wheat agronomy training program to include more on-farm activities and increase farmer participation.

**AMERICAN UNIVERSITY OF BEIRUT (AUB), Lebanon 1982-1984**

**Assistant Professor, Faculty of Agriculture**

Taught graduate and undergraduate courses in plant breeding and agronomy/crop science.

Conducted research to increase productivity and farmers' income in field crops. Collaborated

closely with the Ford Foundation and Lebanese government research departments.

**EDUCATION**

Ph.D., Agriculture - Plant Breeding and Genetics, University of Wisconsin, 1982

M. Sc., Agriculture/Crop Sciences, AUB, 1976

B. Sc., Agriculture, AUB, 1974

**LANGUAGES**

English: Native fluency in speaking, reading, and writing

Arabic: Fluent

Spanish: Proficient

**Resume Sample #2: Hybrid** [Arial font]

**NAME**

phone City, state zip code

email LinkedIn URL

**PROFILE**

Writer/editor with experience in the Washington, DC market. Background includes international marketing and communication roles in the private and public sectors. Recognized for conceptualizing, writing, and successfully marketing ideas and proposals. Core strengths include creative concepts development, writing and editing, and cross-cultural communication.

**PROFESSIONAL SUMMARY**

### Creative Concepts Development

* Conceptualized, wrote, and successfully marketed a proposal to a major new customer in the U.S. Government. Generated innovative ideas targeted to identified needs, translated the best idea into a written plan, and sold the idea to management. Result: Submitted a grant proposal that brought in an $80,000 contract for a new area of work from a highly sought-after customer.
* Developed two additional contract proposals based on lessons learned from earlier proposal experience. Networked with potential clients, developed ideas, and created a mock game to field-test and refine the ideas. Result: Produced two award-winning proposals and substantial new work for the business unit.
* Created several intranet websites and concepts for web-based informational newsletters for small businesses. Conducted focused interviews with key company officials, created an appropriate communications theme, and developed a website to market products to clientele and an intranet newsletter for company staff. Result: Improved website sales and informed and motivated staff through a monthly updated newsletter.

### Writing and Editing

* Wrote and edited press releases, country background reports, and briefs on developing countries for USAID-sponsored contracts. Identified information resources, researched key issues, and provided extensive writing and editing. Result: Published briefs that were utilized for worldwide public distribution.
* Wrote and edited abstracts on U.S. intelligence and national security issues from the Truman to the Clinton administrations. Researched and reviewed information; developed summaries on key points of interest. Result: Published and sold well-received abstracts to national libraries and universities.
* Developed several briefing reports for the U.S. State Department, on issues such as a dispute between the French Judicial branch and the French government and political unrest in Algeria. Researched the events in French, identified the major issues, and prepared summary briefs. Result: Received requests for additional briefs to be developed based on value of initial briefs.

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**Cross-Cultural Communication**

* Translated status reports from English to French and correspondence from Spanish to English. Edited correspondence in French and Spanish; became a key contact source for all three languages.
* Functioned as a public relations facilitator for an important business conference with a large international firm. Assisted in the development of communication strategies; wrote information releases in French, Spanish and English. Interacted with journalists, businesses, and officials from several countries. Result: Received formal acknowledgment for the quality of the communication strategies as being an important contributing factor to a highly successful event.
* Taught conversational French and led English as a Second Language conversation groups for community-based programs as a volunteer (2011-13). Assisted in French and Spanish translation and interpretation of promotional materials to reach target audiences.

**EXPERIENCE**

**Writer/Editor, External Affairs**

The World Bank Group*,* Washington, DC, 2006-present

**Writer/Editor/Translator** (consultant)

Institute for Research and Development, Fairfax, VA, 2000-2006

**Editing Assistant**

 National Security Archives, Washington, DC, 1997-2000

**Marketing Assistant**

 Agence France-Presse, Washington, DC, 1996-1997

**Junior Foreign Service Officer (Intern)**

U.S. Department of State, Bordeaux, France, 1995-1996

**EDUCATION**

M.A., International Affairs, Washington, DC, 1998

B.A., Romance Language and Literature, University of Chicago, 1995

 Academic Scholarship recipient

Languages: French (fluent reading, writing, oral)

 Spanish (proficient reading, writing, oral)