

CHANTAL K. MASAR

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PROFILE

Excellent interpersonal and communication skills with a strong work ethic; highly developed writing, research, and analytical skills; self-motivated with the ability to lead and work well within a team setting

EDUCATION

B.A., Law and Criminal Justice, Minor in Political Science, Hood College - Frederick, MD May 2011

- *Honors and Awards:* Member, Honors Program; Best Paper Award for Phi Sigma Alpha Political Science Honor Society, 2008

EXPERIENCE

Intern, Victim/Witness Unit, State's Attorney's Office - Frederick, MD *Jan 2011-present*

- Provide court accompaniment for victims of crime
- Observe State's Attorney's interviews with victims
- Notify crime victims and witnesses of interviews and changes in trial status
- Analyze police reports and transcribe emergency calls for witness interviews

Intern, Congressman Van Hollen, Rockville District Office - Rockville, MD *Jan 2010-May 2010*

- Developed strong verbal and written communication skills through interaction with constituency base
- Produced written responses regarding the Congressman's stance on relevant political issues
- Researched issues and provided information for legislative aides
- Collaborated with staff in organizing large public events
- Assisted with general clerical duties specific to a congressional office

Legal Assistant, Law Office of Frederick - Frederick, MD *May 2009-Aug 2009*

- Answered phones and recorded messages in an efficient and timely manner
- Filed and organized important court documents in a court binder
- Drafted letters to clients and other attorneys from recorded dictations
- Sent, stamped, and filed court documents to court clerks at the Frederick County Court House

UNESCO (United Nations Educational Social and Cultural Organization) - Frederick, MD *2009*

- Served as a volunteer to conduct research, plan events, and participate in community outreach
- Planned events celebrating United Nations recognized days of remembrance and celebration
- Coordinated and developed a newsletter distributed via email

ADDITIONAL EXPERIENCE

Sales Associate, The Gap, Frederick, MD *2006-2010*

Librarian Assistant, Hood College, Frederick, MD *2007-2009*

ACTIVITIES

Resident Assistant, 2008-present; President, International Club, 2007-2008; Secretary, Model United Nations, 2008-2009

SKILLS

Microsoft Word, PowerPoint and Excel; fluent in the Spanish language