

TINA WAKEFIELD

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EDUCATION

HARVARD LAW SCHOOL, Candidate for J.D., May 2011

Activities: *Harvard Civil Rights-Civil Liberties Law Review*
Human Rights Advocates

DARTMOUTH COLLEGE, B.A. *magna cum laude* in Government, June 2004

Add a brief description if award titles do not provide enough information.

Honors: Colby Prize, presented annually to one senior for excellence in Government
Two citations for outstanding work in Government courses

Activities: Government and Psychology Departments, Research Assistant
Big Brother Big Sister, Mentor
Branches Neighborhood After-School Program, Co-Founder and President
Quality Community Council, Community Organizer

When you have more experience and space is an issue, move research assistant positions and other undergrad roles up to activities.

EXPERIENCE

RESULTS EDUCATIONAL FUND, Washington, D.C. 2007 - 2008

Managed projects, organized political and media outreach, wrote briefings and fact sheets, and coordinated international efforts for global political advocacy campaign to fight poverty and its effects. Functioned as a U.S. liaison to international affiliates in six countries. Served as one of several lead organizers for annual five-day international poverty conference. Worked with consultants to develop a marketing plan and new website for international tuberculosis campaign. Co-wrote two policy papers on U.S. foreign assistance for basic education.

AMERICA VOTES, Washington, D.C. 2006 - 2007
Website and State Resources Coordinator

This is a strong example of how to list two positions at the same organization.

Supported launch of nine state offices for national voter outreach and registration campaign. Coordinated field strategy among state offices and with national office. Managed national website content, online tools, and volunteer database. Wrote briefings and newsletters on organization's activities for potential donors and coalition partners.

Use job titles, dates, and a small space to distinguish the positions. Try not to repeat duties and responsibilities in the descriptions.

Executive Assistant to the President 2005 - 2007
Created and edited briefings, speeches, and presentations for the President. Assisted in high-level fundraising and coalition building.

AMERICA COMING TOGETHER, Manchester, N.H. Summer - Fall 2004

Developed statewide processes for recruiting and tracking of 5,000 volunteers for voter mobilization campaign. Led team of five full-time volunteers to support field staff in recruiting 2,500 Election Day volunteers. Participated in senior staff meetings to develop and implement Get Out the Vote strategy for New Hampshire.

JOHN KERRY FOR PRESIDENT, Hanover, N.H. Fall 2003 - Winter 2004

Organized candidate and surrogate events, volunteer recruitment, and voter education and mobilization.