

Miles M. Sanford

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Education

Goucher College, Baltimore, MD, May 20xx

Bachelor of Arts, Political Science and History, GPA: 3.85

Honors: Dean's List, Maryland Distinguished Scholar, Dean's Scholarship

Related Coursework: African, American and European history and politics; International Political Economy; Macroeconomics; Public policy

Oxford University, Oxford, England, October 20xx—June 20xx

Received Caplan Scholarship for one-year academic study. Studied British history and politics, European Union politics, historiography, Latin American history and politics and Russian history

Experience

American Friends Service Committee, *Intern*, Baltimore, MD, September – December 20xx

- Analyzed federal homeland security grant allocation to municipal first responders.
- Interviewed municipal first responders.
- Presented findings to organization as initial step in engaging Baltimore City officials in public dialogue.

Cecil Whig Newspaper, *Staff Reporter and Intern*, Elkton, MD, September 20xx

- Published stories concerning local interests and elections.
- Interviewed community members and politicians.
- Wrote *Primary Election Guide* insert depicting picture and biographical information for all candidates in local primary election for September 20xx.

Maryland State Department of Health and Mental Hygiene, AIDS Administration, *Governor's Summer Internship Program*, Baltimore, MD, June—August 20xx

- Designed and administered survey instruments to HIV counseling and testing personnel.
- Presented findings and recommended offering HIV-negative clients test results and counseling via telephone.
- Participated in community outreach with at-risk population.
- Studied AIDS education curricula for secondary schools and presented findings to Governor of Maryland.

Greater Homewood Community Corporation, *Intern*, Baltimore, MD, September—December 20xx

- Compiled biographical and contact information of local elected officials.
- Designed pamphlet with information for distribution to residents of Baltimore neighborhoods.
- Raised public awareness and increased access to political information.

Historic Elk Landing Foundation, Inc., *Intern*, Elkton, MD, June—August 20xx

- Researched history of specific sites through original documentation.
- Wrote genealogy and history of local family and sites as a base document for further research.
- Presented findings to members of foundation.

Leadership

Goucher College Community Living, *Residential Assistant*, Baltimore, MD, August 20xx—May 20xx

- Supervised residence hall of 32 students. Advised students as peer counselor and held socials.
- Acted as liaison between students and administration.

Goucher College Judicial Board, *Member*, Baltimore, MD, August 20xx—May 20xx

- Listened to alleged violations of Student Code of Conduct.
- Considered confidential information, rendered impartial decisions and imposed sanctions.

Goucher College Admissions Office, *Ambassador*, Baltimore, MD, August 20xx—May 20xx

- Led campus tours, hosted prospective students, and served as a student resource for the Admissions Office.