

Matthew H. Whitmore

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EDUCATION

THE COLLEGE OF WILLIAM AND MARY, Williamsburg, VA

BA in International Relations, Minor in History - May 2013

3.4 GPA in major, **Dean's List** (top 15% of class)

Relevant Study - Economic, social, and political systems of developing countries. Extensive research and writing experience regarding international development issues.

EXPERIENCE

CITIZEN'S NETWORK FOR FOREIGN AFFAIRS, Washington, D.C.

January 2014 - present

Food Systems Restructuring Program

Developed publicity materials summarizing project activities on a \$60 million US A.I.D. grant to create a market economy in the former Soviet Union. Analyze joint venture proposals, correspondence, and budgets. Track legislation on Capitol Hill and write hearing summaries. Maintain relations with network contacts including government agencies, diplomats, NGOs and PVOs, corporations and the general public. Coordinate international travel. Instituted daily press clipping system.

BIRDLIFE INTERNATIONAL, Washington, DC

August 2013 - January 2014

Assisted the US Office Director of the World's foremost bird conservation group. Orchestrated an international public awareness event, including participant recruitment, advance publicity, and record keeping. Administered a North-South American environmental exchange program for school teachers. Conducted research to prioritize options for conservation project funding, including analysis of private foundations and creation of a database.

HOUSING PARTNERSHIPS, INC., Williamsburg, VA

Fall 2012 and Spring 2013

Assisted the Executive Director of a regionally recognized non-profit housing rehabilitation organization.

Coordinated a fundraiser with a local business. Compiled and wrote private foundation grant request. Facilitated communication between board members, staff, and local civic business leaders.

SPECIAL SKILLS AND INTERESTS

- **Report and Proposal Writing:** Management and coordination of production, logistics, and paper flow for an economic privatization proposal to US A.I.D. Wrote project summaries and compiled Annual Program Report. Detail-oriented and able to work well under pressure.
- **Computer Skills:** WordPerfect, Microsoft Word, QuatroPro and database software.
- Tutored college students in economics, history, and biology.
- Variety of experience in construction, landscaping, and home improvement.