

PUBLIC ADMINISTRATOR

11 Main Street, Middletown, PA 17057 • E-mail: publicadmin@psu.edu Phone: 555-555-5555

EDUCATION

- Master of Public Administration), Pennsylvania State University, Middletown, PA May 2006
MASTERS THESIS: A Study of PENNDOT's Municipal Services
- Bachelor of Arts, Double Major English and Communications, DePaul University, Chicago, IL June 2004

INTERNATIONAL EXPERIENCE

- Peace Corps Nominee Eastern Europe, August 2006
- BUNAC Work Abroad Program London, England, August-December 2004
- Study Abroad Ghana, West Africa, December 2002

PROFESSIONAL EXPERIENCE

Graduate Student Intern, Sept. 2005-present

Pennsylvania State Department of Transportation (PennDOT), Bureau of Municipal Service, Harrisburg, PA

- Processed and promoted contracts with PennDOT and other municipalities
- Conducted a research analysis of contracts between municipalities and PennDOT
- Edited and helped create Request for Proposals (RFPs)
- Created Work Plans on various projects
- Facilitated community service projects that include the state and municipalities
- Researched people's responses to PennDOT services
- Helped secure contracts that facilitated service exchanges in the state
- Presented PennDOT to various organizations (i.e. schools, companies etc.)
- Answered question concerning the purpose of the Agility Center
- Researched information on homeland security on the local government level

Summer Research Assistant, June 2005- Sept. 2005

Pennsylvania State University, Middletown, PA

- Researched information on the Underground Railroad (UGRR) in Pennsylvania
- Deciphered court records of fugitive slaves
- Created a template of court records to use on the UGRR website
- Met regularly with the Pennsylvania Historical Museum
- Edited various documents dealing with slavery in Pennsylvania

Administrative Assistant, Aug. 2004-Dec. 2004 (Work Abroad Program 5 months)

National Health Insurance (NHS) - Southwark Borough, London, England

- Researched housing available for families seeking Asylum in London, England.
- Helped place children and refugees in housing
- Arranged meetings for the director of the department
- Paid Hospital bills of children under the care of the government (Southwark Borough)
- Processed invoices for children with severe disabilities
- Corresponded with local Hospitals and Nursing agencies on the status of children
- Created a database on Microsoft Access to maintain records
- Took minutes and kept a file of all the meetings
- Proofread letters, newspaper articles, and legal documents
- Advertised wanted announcements in local newspapers for housing
- Met with local governments and nonprofits to discuss services for refugees and abandoned children

Resident Advisor, 09/2003-08/2004

DePaul University, Chicago, IL

- Gave tours of the campus to incoming students and parents
- Created programs that supported the academic, multicultural, and physical world of students.
- Wrote weekly reports and maintenance requests documents
- Enforced all Residential Education policies and regulations.
- Counseled peers in academic and personal problems.
- Organized social events for students
- Conducted floor meetings every month
- Received training in multiculturalism and religious diversity
- Arranged tutoring sessions

ACTIVITIES

- Graduate Student Associations- Representative for Public Administration Graduate Students
- International Affairs Associations (IAA)- Treasurer
- Gospel Choir- Coordinator for Volunteer Service
- Student Leadership Institute- Student Leader
- Project Excel- Vice President
- Voices: A Feminist Newspaper- Public Relations Manager
- DePaulia- Staff writer for the DePaul University newspaper

VOLUNTEER SERVICE

- International Affairs Association - Raised funds for Tsunami victims by making buttons and selling them to students at Penn State
- Saturday Breakfast Program with the *James Jordan Boys and Girls Club* for one year
 - Implemented program as Coordinator of Volunteer Service for the DePaul Gospel
- Volunteered with the Children's Place for Children with HIV/AIDS
- *Convoy of Hope* - provided food for low-income families
- *The Tax Counseling Project* - helped low income people file their taxes.

PUBLICATIONS

- DePaulia (DePaul University Student Paper)
 - "Celebrating Diversity: New Program Focuses on Black Diaspora, African Studies",
 - "'J-lo' More Than Just a Body",
 - "New DePaulia Editors Take Reigns"
- Voices: A Feminist Newspaper (Marketing Director)
 - "Abuse from a Black Woman's Perspective"

AWARDS

DePaul University "Student Leadership Award", 2004

Centennial scholarship all four years at DePaul University 2000-2004

"Volunteer Service Award" from the *Tax Counseling Project*, 2004

COMPUTER SKILLS

Microsoft Word, Microsoft Excel, Microsoft Access, Internet, Email, PowerPoint, PeopleSoft, Windows 95-98, Windows XP, Knowledge of MAC & P.C., and SPSS training.

REFERENCES AVAILABLE ON REQUEST