

Laura Gradstudent

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Objective: Highly motivated professional with exceptional leadership and communication skills seeking a position in with a community-oriented organization

Education:

Pennsylvania State University, Middletown, PA
Master of Public Administration, December 2005

Certificate: Public Budgeting and Financial Management

Masters Thesis: Tackling the Issues Associated with Workforce Planning

Study Abroad Experience: Poland & Germany

GPA: 3.50

Indiana University of Pennsylvania, Indiana, PA
Bachelor of Arts in Political Science, May 2003
Minor: Pre-law **GPA: 3.36**

Experience:

City of York, York PA

Grants Coordinator, May 2005-June 2005

Maintained central file of all grants including a summary of all federal funds received during the year. Worked directly with the city's business administrator to strategize on obtaining new grants, maintain current grants funding and completing all required documents to finalize the application and approval process of grants.

Republican State Committee of Pennsylvania, Harrisburg PA

Victory Events Director, June 2004-January 2005

Co-constructed over 100 Presidential, Vice-Presidential and First Lady Campaign tour rallies across the state of Pennsylvania working directly with Bush Cheney 04' Inc. Organized campaign VIP travel including but not limited to: Speaker Hastert, Rudy Giuliani, former NY City Mayor, & Captain Scott O'Grady.

Events Director, April 2004-June 2004

Constructed framework for Pennsylvania Delegation to the Republican National Convention 2004. Planned and prepared for yearly State Committee Meetings, County Chairman's Retreat, & Campaign Summer School. Active member of the Finance Department providing support for political fundraising efforts.

Chairman's Assistant, December 2003-April 2004

Handled scheduling for Republican Party Chairman, Alan Novak. Collected election results for delegates and alternate delegates to the National Convention. Provided support for the Fundraising and Political Departments including; County Chairmen relations, Internship coordination and Event coordination.

Staff Assistant, December 2003-April 2004

Assisted in daily operation of office duties for Political and Fundraising departments. Collected petitions for Statewide Judicial Candidates and gathered elections results from the Bureau of Elections for the 67 PA counties. Drafted memos, operated switchboard, updated organization's website, and worked hand in hand with all employees.

State Representative Election Team (62nd Legislative District), Indiana, PA

Campus Campaign Coordinator, November 2001 - 2002

Campaigned actively and helped elect (currently) youngest State Representative in Pennsylvania.

Handled scheduling for candidate, events coordination and voter registration drives. Logged: 1,500 volunteer hours.

Internship Experience:

Republican State Committee of PA, Harrisburg, PA

Intern, May 2003 – August 2003

Worked in Political, Campaigning and Fundraising Departments. Drafted memos and letters.

Researched Republican voter registration. Created spreadsheets. Attended outside events and rallies.

Office of the Speaker of the Pennsylvania House, Matt Ryan, Harrisburg, PA

Intern, January 2003 – May 2003

Took leadership role in organizing: "Women's History Month Celebration 2003," assisted in Arts and Education Day at the Capitol. Acted as an Aid to International Delegations. Conducted research on a book for Chief Clerks and drafted press releases.

Office of Senator Don White, Indiana, PA

Intern, August 2002-December 2002

Expanded knowledge of constituent concerns on a daily basis, working hand in hand with fellow employees to broaden base of functions office provided to citizens of the 41st senatorial district.

Leadership Experience:

Advance Training, Republican National Committee (July 2004)

Resident Assistant, Indiana University of Pennsylvania (2001-2002)

Freshmen Orientation Assistant, Indiana University of Pennsylvania (2001)

Christian Appalachian Project, Kentucky (2001)

Riverwoods Nursing Home Assistant, Lewisburg PA (1997-2001)

Skills:

Public Administration: Finance and Budgeting and Human Resources Concentrations

Political: Campaigning, Fundraising & Events Coordination (local, state, national)

Computer: Proficient in HTML, JavaScript, the Internet, Microsoft Word, Works, Outlook, and Excel

Language: Proficient in Spanish