# SAMPLE- POLY SCI

PHONE | Jacksonville, FL | EMAIL

Detail-oriented professional with strong work ethic, exceptional verbal, written communication skills, and superior administrative skills. Able to establish rapport with all staff, management and deliver outstanding client support.

## CORE COMPETENCIES

Administrative Duties | Data Analysis | Written and Oral Communication | Management

Planning and Coordinating | Principles and Practices | Microsoft Office

Staff Training & Development | Customer Service | Public Administration

## EDUCATION

*University of North Florida (UNF),* Jacksonville, FL | August 2017

### Bachelor of Arts in Political Science

* Concentration**: International Relation/Comparative Politics |** Minor: **Social Welfare**
* Relevant Coursework: Principles of Social Services Provider| Sociology of Aging| Social Welfare Policy | Leadership and Personal Development| People and Culture Studies

## RELEVANT EXPERIENCE

### School Leadership Committee

Duval County Public School,Jacksonville, FL | August 2020 – Present

* Assisted with making important decisions related to the school operations
* Developed long-range planning, school-improvement coordination, academic-program design, and decisions related to the kinds of professional development

### Program Evaluation Management

*UNF*, Jacksonville, FL | May 2019 – June 2019

* Analyzed and formatted data from public and nonprofit programs
* Evaluated data revenue, expenditures of public programs
* Developed programs effectiveness from community data

### Public Admin Research Methods

*UNF*,Jacksonville, FL | August 2019 – December 2019

* Implemented data analysis for local government
* Assessed data from multiple sources
* Developed plans to improve local government underserved neighborhood by using data

## OTHER EXPERIENCE

### Social Studies Teacher

*Duval County Public Schools*, Jacksonville, FL | July 2018-Present

* Create, manage, and communicate student academic plans to administration and parents
* Collect and evaluate 150+ students' data and statistics from the county systems to get an accurate analysis of student progress
* Collaborate with teachers to ensure appropriate behaviors and learning takes place school-wide