NAME

Street Address
City, ST Zip
Phone
Email

SUMMARY

Goal oriented student with experience conducting research. Ability to gather large amounts of information and create detailed and concise reports. Strong communicator with experience presenting material to a variety of audiences. Time management and organizational skills enhanced through academic courses.

EDUCATION

St. John Fisher College, Rochester, NY
Bachelor of Arts in Political Science — Anticipated May 2012
Minor: American Studies
GPA: 3.6
Dean's List, Spring 2010

RELATED COURSES

Introduction to American Government
Research Based Writing
International Relations
Introduction to Comparative Politics
The American Experience

EMPLOYMENT

St. John Fisher College, Rochester, NY — September 2008-Present
Lavery Library Circulation Counter Assistant

- Assist students, faculty and staff with the check-in and out all Circulation, Reserve, and Language materials
- Use both automated and manual system for lab collections
- Sort and shelve returned books properly and efficiently
- Give directional knowledge of library
- Assist in opening and closing of the library for evening and weekend duty
- Communicate policy and procedure with patrons
- Complete miscellaneous administrative duties and projects as needed

ACTIVITIES

Political Science Club, *Member*, Fall 2010-Present
Intramural Soccer, *Team Member,* Fall 2008-Present
Teddi Dance for Love, *Volunteer,* Spring 2009

COMPUTER

Microsoft Word, Excel, PowerPoint, Outlook

NAME

Street Address • City, ST Zip • Phone • Email

EDUCATION

St. John Fisher College, Rochester, NY
Bachelor of Arts, Political Science Anticipated May 2012
Minor: **Pre-Law**
GPA: 3.5
Transfer Scholarship recipient

Finger Lakes Community College, Canandaigua, NY
Associate of Applied Science, Criminal Justice May 2010
GPA: 3.7

RELATED EXPERIENCE

Catholic Charities of the Finger Lakes, Geneva, NY November 2008-Present
Volunteer for the Public Policy Committee (January 2010-Present)

- Assist with programming for the Public Policy Weekend by making copies of material to be distributed
- Conduct research on public policy topics as designated by the Diocese of Rochester; collate research and provide detailed notes for organization members

Administrative Volunteer (November 2008-Present)

- Attend public policy committee meetings with the Diocese of Rochester
- Record discussions and summarize meeting notes that are then distributed to all members

Friends of the World Program, Washington, DC Summer 2010
Public Policy Intern

- Researched and compiled data and statistics for policy one-pagers and background policy documents
- Attended briefings, hearings and policy meetings; drafted summaries of key points for public policy team
- Assisted with contacts to partner organizations and congressional staff on legislative priorities
- Disseminated Action Alerts using Kintera software
- Completed additional research and administrative assignments as needed

Monroe County Planning and Development Department, Rochester, NY Summer 2009
Intern

- Reviewed employment statistics of the past decade for Monroe County to identify trends such as types of businesses created and number of people employed in new businesses
- Correlated, if applicable, layoffs and business closings with state and national trends
- Identified geographic locations of most new businesses, while noting proximity of expressways, thruway and residential properties
- Presented findings to director of the department
- Completed administrative tasks as needed

ACTIVITIES

Pre-Law Club (2010-Present); Teddi Dance for Love (Spring 2011)

COMPUTER

Microsoft Word, Excel, PowerPoint, Access, Outlook