**Your Name**

ProfessionalEmail@gmail.com

229.500.2009

**CAREER FOCUS**

Graduate Internship with the City of Albany in Information Technology

**EDUCATION**

Masters of Public Administration, with a concentration in XXXXXXXXX

Albany State University, Albany, GA GPA: 3.75 /4.00

Anticipated Graduation: Date: 05/202X

Major Courses Completed:

Public Policy Foundations of Public Administration

Scope, Dev. & Ethical Environment Organizational Theory & Behavior

Public Human Resources Management Public Budgeting & Financial Management

Management Information Systems Research Design & Data Analysis

Albany State University, Albany, GA

Bachelor of Science in XXXXXXXXXX - 2018

Associate of Science in XXXXXXXXXX - 2015

**PROFILE**

* Proficient - MS Office. Python, C++. Badges/Certifications: Design Thinking/Data Analytics@IBM
* Knowledgeable of public budgeting planning/forecasting. Maintained operational budgets and adjusted staffing, inventory, and sales forecasts to meet performance targets.
* Organized, detailed, self-motivated. Maintains Can-Do disposition, enjoys teamwork. Eagerly accepts new assignments.
* Able to plan ahead and reduce delays in processing large volume of requests.
* Engages effective conflict resolution skills to create harmonious work environment that supports productive interactions and goal accomplishment.

**EMPLOYMENT HISTORY**

**HOUSING AUTHORITY – Albany, GA** 2019-present

Administration Support II

* Performs a variety of administrative support functions, meeting deadlines and ensuring accurate processing of legal documents, expedited for assigned unit next steps/immediate action.
* Able to multi-task and work independently on sensitive files. Maintains confidentiality of client profiles.
* Familiar with state processes for adjudication and resolving legal matters for law violations.
* Collaborates across the division, assists areas as requested.

**Clothes outlet, Inc. – Albany, GA** 2015-2019

Retail Supervisor

* Managed site with 12 employees and more than seven departments. Evaluated and planned inventory levels, strategies for sales targets, operations efficiency, and customer service goals.
* Processed payroll and managed employee services. Assigned to train all new hires on store policies and monitored performance. Knowledgeable of employment laws, rules, and practices.