YOUR NAME

ProfessionalEmail@gmail.com
229.500.2009

CAREER FOCUS
Graduate Internship with the City of Albany in Information Technology

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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 XXXXXXXXX - 2018
      Associate of Science in XXXXXXXXX - 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.