

Sparky Sun Devil

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SUMMARY

Dedicated student with extensive leadership, international and political experience seeking a position to utilize bilingual skills and gain managerial and business experience.

EDUCATION

Bachelor of Science in Public Service and Public Policy

Concentration in Law and Policy

Arizona State University, Tempe, Arizona

May 2027

GPA 3.86/4.00

RELEVANT COURSES

Leadership and Change

Managing Nonprofit Organizations

Public Service Research Methods

Contemporary Policy Challenges

PROFESSIONAL EXPERIENCE

International Relations Intern, City of Phoenix, Phoenix, AZ

February 2019- May 2019

- Maintained membership database of over 400 members to ensure consistent communication
- Served as an administrative assistant to the Executive Director, promoting financial and economic relations in order to increase the city's economic growth
- Responded to concerned constituents regarding economic and political issues, ensuring quality service while improving the city's public image and popularity among its constituents

Intern, Tempe Youth, Tempe, AZ

August 2018-December 2018

- Developed and co-facilitated educational activities for 40 at-risk youth
- Addressed behavioral problems using proven effective intervention tactics
- Assisted youth counselors with documenting incident reports for members of program

COMMUNITY INVOLVEMENT

Tour Guide, Devil's Advocates, Arizona State University, Phoenix, AZ

January 2017- December 2018

- Lead campus tour groups of up to 25 prospective students and their families, providing university information and answering questions
- Professionally represented and marketed ASU while engaging potential students

Vice President, Model United Nations, Arizona State University, Phoenix, AZ

August 2018 - May 2019

- Hosted a campus event with over 50 attendees to discuss the United States' agenda on the war on terror
- Prepared mock proposals for an economic reformation using research on international affairs

GLOBAL EXPERIENCE

Study Abroad Morocco

Fall 2017

- Completed a 15-page thesis on the evolution of the Moroccan government while experiencing new cultures, languages and relationships abroad.

SKILLS

Languages: Intermediate Proficiency in Spanish (speaking, reading and writing)

Technical Skills: Google Suite, Microsoft Office Suite, Outlook