

Paul Public Management

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EDUCATION	Bachelor of Public Management <i>Minor: Nonprofit Management</i> Florida Atlantic University <i>Honors: Dean's List, Fall 20XX</i> President's List, Spring 20XX	May 20XX Boca Raton, FL
RELEVANT COURSEWORK	Funding for Nonprofit Organizations Public Personnel and Supervisory Practices	Introduction to Nonprofit Sector Public Budgeting and Finance
INTERNSHIP EXPERIENCE	<i>Program Management Intern</i> City Year <ul style="list-style-type: none">Managed forty-eight full-time volunteers in two middle schools in Jacksonville, FLLed a group of seven full-time volunteers in events planning, outreach, and curriculum creation designed to mentor at-risk middle school studentsCoordinated the content and logistics for curriculum-based training focusing on leadership development for middle and high school studentsConsulted in organizational strategic planning, growth initiatives and budget analysis with the executive staff of City Year Jacksonville and school administratorsCoached AmeriCorps volunteers through three months of service as tutors and mentors	June 20XX - August 20XX Jacksonville, FL
ADDITIONAL EXPERIENCE	<i>Sales Associate</i> Bath & Body Works <ul style="list-style-type: none">Recommend merchandise to customers according to their wants and needsImproved customer shopping experience by providing premier customer serviceUtilized corporate display plan to construct aesthetically pleasing exhibits of store merchandise <i>Resident Assistant</i> Florida Atlantic University <ul style="list-style-type: none">Performed clerical duties as assigned by the Safety Supervisor and Assistant Director of Safety EducationAssisted in providing an enjoyable stay for over a thousand residents by providing dependable service with a smileEncouraged disgruntled students who were dissatisfied with their housing accommodationsServed as security for students, making sure unauthorized persons did not have access into the building	May 20XX - December 20XX Boca Raton, FL August 20XX - May 20XX Boca Raton, FL
ACTIVITIES AND AWARDS	FAU Social Forum, <i>Member</i> Phi Kappa Phi Honor Society, <i>Treasurer</i> FAU Memorial Scholarship, <i>Recipient</i>	20XX – Present 20XX – Present Fall 20XX
LANGUAGES	Proficiency in <i>Spanish</i> and Low-Intermediate Proficiency in <i>Japanese</i>	



FAU CAREER CENTER

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