

JOHN JAMES DOE

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EDUCATION

Master of Public Affairs, May 2011

LBJ School of Public Affairs

The University of Texas at Austin

- **PR:** Examining the Teacher Shortage
- **Finalist,** Deloitte Consulting Challenge

B.B.A. Marketing, May 2006

Baylor University

Waco, Texas

- **Alumni Coordinator,** Class of 2008
- **Study Abroad:** Guadalajara, Mexico

SUMMARY

Over four years training and experience in public relations, process improvement and project management. Excellent skills in quantitative and qualitative analysis, client relations, and change management. Proficient in Word, Excel, PowerPoint, and web-based applications. Self-motivated professional capable of developing creative solutions to complex issues. Able to coordinate, prioritize, and implement multiple tasks and projects.

PROFESSIONAL SKILLS

Systems Analysis / Change Management

- Designed and implemented a system-wide operations auditing system, significantly increasing process efficiency.
- Researched and evaluated work-flow issues within government agencies, which was used by a Senate Blue ribbon Committee during the 80th Texas Legislative Session.
- Created, prepared, and presented proposals, reports, and project updates for clients and internal staff of an international oil field data processing firm.

Project Management / Leadership

- Editor-in-chief for a project team of 20 researchers mandated to complete a systems analysis report, commissioned by the Executive Office of the Texas Governor, involving state budget and planning operations.
- Planned and coordinated research schedules and motivated team members to meet project deadlines, maintaining the quality and integrity of research methodology.
- Coordinated extensively with government agencies and the media to address policy issues of concern to White House Offices and staff.
- Developed and wrote proposals and bids for national and international oil field data processing projects.

Research / Data Analysis

- Gathered and assimilated qualitative data from interviews, surveys, and focus groups to evaluate the success of state planning and budgeting systems in meeting goals.
- Prepared briefing materials and budget analysis on Administration focused policies and distributed throughout White House Offices.
- Researched program and completed a policy analysis report justifying continuation of the internship program which was included as part of the transition book for the incoming Administration.
- Collected data on budget, organizational structure, and legislative intent from multiple state, local, federal and nonprofit sources to support research on process efficiency.

PROFESSIONAL EXPERIENCE

Policy Research Team Leader, LBJ School of Public Affairs, Austin, TX

Aug. 2009 – May 2010

White House Intern, Office of Communications Research, Washington, D.C.

May 2008 – July 2009

Consultant/Assistant Manager, Oil-R-U's, Gas Inc., Houston, TX

June 2006 – May 2008

COMMUNITY SERVICE

- **Mentor,** Big Brothers, Big Sisters
- **Work Crew Member,** Habitat for Humanity
- **Tutor,** Literacy Austin
- **Coordinator,** Caritas Food Drive