

Michael Jordan

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EDUCATION:

University of California Irvine; Irvine, CA

June 20XX

Master of Public Policy

Concordia University Irvine; Irvine, CA

Bachelor of Arts, Behavioral Science: Sociology

May 20XX

PUBLIC POLICY EXPERIENCE:

Government Accountability Office (GAO); Washington DC

Summer 20XX

Analyst Intern

- Authored publications and reports for business and public sector audiences on issues related to workforce development, including case studies of companies with exemplary employee learning and development
- Drafted and submitted grant proposals and concept papers for foundations, government agencies, higher education, and corporate clients resulting in over \$100,000 awarded to recruiting adult learners
- Consulted on lifeline learning initiatives to clients in corporate, public, and nonprofit sectors to help increase their effectiveness in serving adult learners
- Assisted with the coordination of an initiative to bring business and civic leaders together to build awareness of the role employers' play in increasing educational attainment of a region

RESEARCH EXPERIENCE:

University of California, Irvine; Irvine, CA

Graduate Student Researcher

September 20XX-Present

- Assist in the development and implementation of relevant student retention initiatives
- Maintain data collection, reporting, and analysis on the university's retention rate to improve retention strategies
- Analyze statistical information using STATA and Excel to quantify program effectiveness
- Coordinate the design, administration, and analysis of institutional surveys to measure student engagement
- Collect qualitative data through focus groups of 5-10 students to evaluate perceptions of program effectiveness

International Sanctuary; Irvine, CA

Research and Development Intern

January 20XX-June 20XX

- Collected and managed donor information to monitor confidential donor information and contribution numbers through Excel and Salesforce
- Coordinated 10 volunteers to maximize performance output in weekly projects
- Authored three grant request projects to secure funding for International Sanctuary's 2020 vision goals
- Researched local legislation that would assist survivor rehabilitation and integration

LEADERSHIP EXPERIENCE:

Angel City LGBT Democratic Club; Los Angeles, CA

Co-Chair, Culture Committee

March 20XX-March 20XX

- Engaged over 200 members in activism throughout the southern California region
- Coordinated community outreach, planned monthly agendas, facilitated meetings, implemented initiatives, and conducted leadership development for committee members

SKILLS:

- **Statistical:** Proficient in STATA 15.1, experienced with SPSS
- **Computer:** Salesforce, Microsoft Office Suite, Google Suite