

## **OBJECTIVE**

To gain an understanding of health policy alternatives and develop the skills necessary to effect policy change at the federal level through the Charles G. Koch Summer Fellow Program

## **EDUCATION**

Bachelor of Science, May 2011  
University of Wisconsin- La Crosse; La Crosse, WI  
Double Major: Public Administration & Political Science  
Dean's List, 3 semesters

## **WORK EXPERIENCE**

**Riverfront, INC.** La Crosse, WI August 2010- Present  
**Service Associate**

- Serve as an advocate and assist individuals in understanding options and in communicating their choices regarding living arrangements and help build natural supports as participants become integrated into their work and community environments
- Deliver quality community living and employments services such as following development plan goals, facilitate integration of the worker at the work site, provide written job analysis and work schedule, educate participants in safety issues, and administer CPR/first aid when applicable or any other personal care needs as necessary

**Freedom House Ministries,** Green Bay, WI May 2010- August 2010  
**Executive Assistant Intern**

- Assist in the day-to-day operations and commitments required of the President of Freedom House by performing a variety of activities including: short web-based research assignments, grant writing, assisting in the preparation of meetings for the Board of Directors, provide administrative and logistical support as needed, and organize the annual fundraiser
- Serve as an advocate at a nonprofit organization dedicated to serving all types of homeless families with children by attending homeless coalition meetings, business networking meetings, and board of director meetings

**University of Wisconsin La Crosse,** La Crosse, WI August 2009- May 2010  
**Resident Assistant**

- Provide paraprofessional advising for thirty-six undergraduate females each semester, which consisted of confronting and resolving issues on diversity, racism, alcohol and drug abuse, academic performance and social acceptance.
- Work with group dynamics on a staff of fourteen people and utilized organizational and public speaking skills to create and present hall programs to educate residents about critical issues.
- Manage administrative tasks including room condition reports, maintenance requests, incident reports, and the room checkout process and enforce university policies.

## **Skills and Qualifications**

- Proficient in Microsoft Word, Powerpoint, Excel, iWork, PASW
- CPR/First Aid Certified
- Public speaking experience: facilitating programs

[REDACTED] Rd  
Green Bay, WI 54313

[REDACTED]  
(920) [REDACTED]

**Achievements, Leadership, and Community Involvement**

<b>Golden Key International Honor Society</b>	October 2010- Present
<b>Eta Phi Alpha Honor Society</b>	September 2010- Present
<b>Public Administration/Political Science Association</b>	February 2009- Present
• Public Relations Coordinator	September 2010- Present
<b>National Residence Hall Honorary</b>	December 2009-May 2010
<b>The American Cancer Society Relay for Life</b>	February 2010
<b>Polar Plunge for Special Olympics</b>	February 2008, 2009
<b>Cleaning for a Cure</b>	
• Creator of philanthropy project for children's cancer	Fall, 2008
<b>Executive Officer in Residence Hall</b>	August 2008-May 2009
• Represented 200 students in weekly Residence Hall Association Council meetings	
• Allocated \$7,000 in program funding to various campus organizations	
• Attended training sessions in the following areas: group dynamics, leadership styles, parliamentary procedure, and interpersonal communication	
<b>Activities and Relations Committee Chair</b>	January 2009- May 2009
• Liaison, leader, facilitator, and team builder for the committee	
• Responsible for the committee's report, delegating tasks to committee members, and administrative tasks	

**References**

Jo Arney  
Professor of Political Science/ Public Administration  
425 C Wimberly Hall  
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La Crosse, WI 54601  
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President of Freedom House Ministries  
[REDACTED] Drive  
Green Bay, WI 54311  
(920) [REDACTED]

[REDACTED]  
Retired Police Officer of the Brown County Sheriff's Department  
[REDACTED] Dr.  
Pulaski WI, 54162  
(920) [REDACTED]