

Chronotope
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Education

San Francisco State University

Degree: M.A. International Relations (3.6GPA) December 2015
Coursework: Policy Research, Economics, Data Analysis, Research Structuration

University of California, Davis

Degree: B.A. Religious Studies and Global International Studies (3.5GPA) March 2013
Honors: Undergraduate Research Seminar Selectee and Participant
Coursework: Policy Research, Comparative Cultures, Economics, Data Analysis

UC Education Abroad Program, Universidad Nacional de Cuyo March- June 2011

Coursework: Spanish Language (Fluency) and Culture

Qualifications Summary

- Policy Research: 4.5 Years of Experience Undergraduate, Graduate, and Professional
- Project Management: PMI and Agile Experience
- Computers: MS Suite, IT Trouble Shooting
- Leadership: Led multiple work and student projects with consistent quality and outcome
- Communication: Outstanding skills obtained through professional environments and leadership activities
- Language: Intermediate fluency in Spanish, native English.

Skills and Accomplishments

Policy Research

- Extensive experience and familiarity with local ordinances and state procedures for small and large businesses.
- Active field canvassing and direct experience with political groups such as CalPIRG and Southern Poverty Law Center
- Graduate level research and experience for two years focused on international labor policies

Project Management

- Versed strategic, goal-based approaches such as PMI Project Management methodology and Agile
- Organized different departments to contribute to employee training and handbook when non had previously existed
- Managed extensive multi-seminar meetings and course expectations for undergraduates, tracked changes in student participation and attendance

Teamwork and Interpersonal Skills

- Tutored students of diverse backgrounds and grade levels, ensuring understanding of material
- Collaborated with teams with different skill sets to see product actualization and to meet rigorous client demands for startup software companies

- Led team projects to create joint collaborative works in both professional and student lives in the forms of updating company material or to create in-class presentations
- Managed soft-business transactions that required discretion, integrity, and significant follow-through to obtain client data and satisfaction

Organization and Administrative Skills

- Coordinated new methods of tracking completed tasks by technicians at Geek Squad, increased output and accountability by 35-40%
- Assisted in organizing department events and weekly meetings
- Executed tasks with high levels of efficacy with minimal supervision and produced detail-oriented and accurate work

Work History

Game Advisor, GameStop	October 2015- Present
Online Webmaster, Zee Continental Jewelry	August 2013- Present
Graduate Teaching Assistant	August 2013 – May 2015
Project Manager, Regpack	March-June 2015
Technician, Geek Squad	October 2013-May 2014
Technician, BoxIT	May - August 2013
Student Assistant, UC Davis	June 2012-May 2013
Undergraduate Research Intern, UC Davis	June 2011-May 2013