

# Polly Science

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## SUMMARY

Political Science major with strong research background, communication skills, and knowledge of civil liberties seeks an internship with ACLU.

## EDUCATION

### Bachelor of Arts, Political Science

Arizona State University- Tempe, AZ

Arizona Regent Scholar Maroon & Gold Scholar

May, 20XX

G.P.A. 3.5

## RELEVANT COURSES

Global Politics

Law and Society

Empirical Political Inquiry

State and Local Government

Political Ideologies

Modern Political Thought

## PROJECTS

**Global Politics- Spring 20xx**—Collaborated with a team to research information related to the top five issues in global politics. Analyzed research articles and composed outline. Wrote a ten-page paper and presented findings to the class using PowerPoint.

**Federal Government Project- Fall 20xx**—Conducted research on standard federal legislative process and procedures. Composed summary of information and presented highlights to the class.

## EXPERIENCE

### Assistant Manager

Fry's, Phoenix, AZ

May 20XX-Present

- Serve as primary contact on evening shift; direct activities including maintaining budgets and scheduling staff
- Achieve "Manager of the Month" as recognition of excellent customer service
- Train and mentor three new employees in compliance with company policies and procedures

### Cashier

Fry's, Phoenix, AZ

June 20XX-May 20XX

- Reconciled cash and credit transactions with high degree of accuracy
- Promoted to Assistant Manager within in five months, first employee in the store to be advanced in less than six months

## ACTIVITIES

**Steering Committee Member**, Pre-Law Club, ASU, Tempe, AZ Fall

20XX-Present

- Display strong organizational skills and ability to multi-task through planning club events, initiating invitations to guest speakers, and hosting panels of professionals in the field
- Increase student membership by 15% through participating in recruitment and promotional efforts

**Habitat for Humanity Member**, ASU, Tempe, AZ

Fall 20XX-Present

## SKILLS

- Computer: Proficient in Microsoft Word, Excel, PowerPoint
- Language: Fluent in written and oral Spanish
- New Media Management: FaceBook, YouTube, Twitter, LinkedIn

