

Aisha Patel

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SUMMARY

Detail-oriented and motivated recent graduate with a Bachelor of Science in Public Administration. Proven ability to analyze data and implement policies effectively, with strong interpersonal skills and a passion for community development.

EXPERIENCE

Intern - Public Policy

Jun 2022 - Aug 2022

City of Atlanta, Atlanta, GA

- Assisted in the development of a community outreach program that increased resident participation by 25%.
- Conducted research on public health policies, contributing to a report that led to a \$50,000 grant for local health initiatives.
- Utilized data analysis tools such as Excel and SPSS to evaluate program effectiveness, resulting in a 15% improvement in service delivery times.

Administrative Assistant

Jan 2019 - May 2022

Nonprofit Organization, Atlanta, GA

- Streamlined office procedures that reduced processing time by 30%.
- Coordinated community events with over 200 attendees, enhancing community engagement.
- Maintained databases and records using Salesforce, ensuring accuracy and compliance with regulations.

Volunteer - Community Development

Sep 2018 - Dec 2018

Local Community Center, Atlanta, GA

- Organized fundraising events that raised over \$5,000 for community programs.
- Developed educational materials for workshops, improving attendance by 40%.
- Collaborated with local stakeholders to identify community needs and resources.

EDUCATION

Bachelor of Science in Public Administration

May 2022

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Data Analysis, Public Policy Research, Project Management, Community Engagement

Tools & Frameworks: Microsoft Office Suite, SPSS, Salesforce, Asana