**Jessica M. Rose**

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Current Address: 861 Bedford Road Pleasantville, NY Permanent Address: 32 Overlook Drive Woodstock, NY

**PROFILE**

Highly motivated and outgoing Political Science Major. Hard working leader with the ability to successfully work against tight deadlines. Excellent organizational and time management skills.

**EDUCATION**

**Pace University**, *Dyson College of Arts and Science,* Pleasantville, NY

*Bachelor of Arts in Political Science,* Minor: Criminal Justice Expected May 2018

GPA: **3.69** Awards: **SLI Chartwells Scholarship** January 2015

**Onteora High School**, Boiceville, NY

Graduated with an Advanced Regents Diploma June 2014

Awards: **American Legion Post 1026 Scholarship** June 2014

**RELATED COURSEWORK**

American Government and Political Institutions, International Relations, Introduction to Criminal Justice, Crime and Public Policy

**WORK EXPERIENCE**

**Pace University,** Pleasantville NY-*Teaching Assistant* September 2015-Present

* Coordinate student’s civic engagement projects, ensuring they receive support to complete their community service projects
* Assist professors with any additional requests as needed

**Pace University,** Pleasantville NY*-Mail Room Employee* September 2015-Present

* Communicate with students and faculty about mailing procedures and issues in order to provide excellent customer service
* Organize and deliver packages in a precise timely manner

**Zena Recreational Park**, Woodstock, NY- *Snack Bar Manager* May 2014 -August 2014

* Scheduled eight employees weekly shifts
* Handled ~$1,000 bi-weekly budget
* Oversaw inventory and ordered necessary items to maintain stock
* Ensured the snack bar ran smoothly and employees did their job efficiently

*Child Care Provider* June 2012 -August 2014

* Supervised children eight months old to seven years old in order to ensure a safe environment during play time
* Prepared dinner for children and ensured nightly routine was carried out

**LEADERSHIP EXPERIENCE**

**Setters Leadership and Service House** (SLH), Pace University August 2014- May 2015

* Selected to participate in the 2015 International Young Leaders Assembly (IYLA) in Washington D.C., Philadelphia, New York City
* Learned the importance of Entrepreneurship, Service, Leadership, Vision as young adults
* Visited Embassy of Malaysia and Saudi Arabian Embassy
* Named Global Ambassador for the Month of September: https://www.globalpeace.org/blog/gpyouth-featured-leader-jessica-rose

**VOLUNTEER EXPERIENCE**

**Pace University’s Lab School,** Pleasantville NY  September 2014-May 2015

* Assisted young adults with vocational and social disabilities for two hours per week

**Pace Makes A Difference Day** (PMADD) October 2014

* Helped Pleasantville Library prepare for annual book fair by moving furniture, organizing novels, DVD’s, CD’s, audio tapes, etc.

**Meals on Wheels,** Woodstock NYJune-August 2013 and 2014

* Helped prepare food and packaged meals for elderly in need

**ACTIVITIES**

**Harvard Club,** New York NYFall 2014

* Attended speech by Mikheil Saakashvili, former President of Georgia, about foreign policy

**Onteora High School**, Boiceville, NY

*Varsity Field Hockey Team* September 2008-June 2014

*Varsity Softball Team* September 2008- June 2013

**SKILLS**

*Technical:* Proficient in Microsoft Office (Word, PowerPoint)