

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

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

Expected May 2018

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 NY

June-August 2013 and 2014

- Helped prepare food and packaged meals for elderly in need

ACTIVITIES

Harvard Club, New York NY

Fall 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)