**Polly M. Sci**

Northfield, MN| [sci1@stolaf.edu](mailto:sci1@stolaf.edu) | (507) 555-7777 | linkedin.com/in/pollysci

**EDUCATION**

**St. Olaf College, Northfield, MN** Expected May 2022

**BA,** Political Science; **Concentration,** Latin Studies

**GPA:** 3.7/4.0

**Related Courses:** Intro to Public Policy, American Constitutional Law, Environmental Politics, Political and Liberation Theology, Contemporary Latin American Issues

**Honors:** St. Olaf Presidential Academic Scholarship (May 2018 – Present), Dean’s List (May 2018 – Present)

**LEADERSHIP EXPERIENCE**

**Special Events Coordinator, Political Awareness Committee, St. Olaf College, Northfield M** January 2021 – Present

* Developed budgets and established event logistics from event inception to day of event execution
* Coordinated staff, volunteer, and event committee schedules to ensure successful event implementation
* Reached out and booked guest speakers – such as Angela Davis, Cornell West, Dolores Huerta, and more for informational, thought-provoking, and conversation-inducing lectures for the student body

**Board of Leaders, Student Support Services (SSS), St. Olaf College, Northfield, MN** August 2019-Present

* Planned and coordinated SSS activities throughout the academic school year
* Enhanced collaboration skills by efficiently working as a member of the first-year mentoring committee
* Engaged with the community by planning volunteer activities outside of campus
* Built a purposeful relationship with first-year students and maintained frequent communication

**Summer Intern, Office of Congressman Dean Phillips, Minneapolis, MN**  June – August 2021

* Provided excellent customer service through greeting visitors and assisting with 30+ tours of the U.S. Capitol
* Translated written and verbal communications between English and Spanish for immigration casework
* Conducted research to be used for floor speeches, memos, committee hearings, and other legislative business
* Monitored press coverage, current events, and House business and shared with appropriate staff members

**Supervisor, Hogan Brothers Acoustic Café, Northfield, MN** January 2019 – April 2020

* Managed a team of 32 employees, including coordinating scheduling and delegating job responsibilities
* Resolved conflicts within team and provided continuous support to all members according to operating standards
* Organized and submitted all invoices, W-2, and I-9 forms to payroll and maintained record of all documents

**CO-CURRICULAR INVOLVEMENT**

**Mentor, Project Friendship, St. Olaf College, Northfield, MN** September 2020 – Present

* Developed a strong relationship with middle school mentee through weekly meetings
* Built community with other mentor/mentees pairs through large group activities
* Served as a positive role model for students by helping them develop strong social and interpersonal skills

**Section Leader, Chapel Choir, St. Olaf College**  May 2019 - September 2019

* Coordinated with choir director to arrange and lead weekly section practice for 15+ students
* Ensured section was prepared for each full rehearsal prior to each large concert event

**COMMUNITY SERVICE EXPERIENCE**

Volunteer, RAICES, Karnes, TX July 2018, March 2019

* Served as an interpreter between Karnes Pro Bono Project attorneys and immigrants seeking asylum
* Supported detained families by preparing them for their screening interviews
* Provided “know your rights’ information regarding how to navigate immigration proceedings

**RELATED SKILLS**

Language: German (Intermediate); Spanish (Fluent)

Technical: Excel, Zoom, WordPress, HTML (basic)