

# SHAWNESSA C. BARRIENTOS

2150 Johnston Drive Apt 12  
Bethlehem, PA 18020  
(484) 225-3928  
Sbarr171@live.kutztown.edu

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## Objective

Seeking a professional career where I am able to succeed by utilizing my skills developed by my degree in Public Administration and previous work experience.

## Education

Kutztown University of Pennsylvania  
**B.S. Public Administration**

Kutztown, PA  
Anticipated August 2012

The Harrisburg Internship Semester (THIS)  
**Policy Intern, The Department of Environmental Protection**

Harrisburg, PA  
January 2012 – Current

**Summary of Internship Duties:** Assisted on special projects with the Policy Director, three Executive Policy Specialists, and the DEP Regulatory Coordinator. Learned the legislative process as well as the regulatory process of DEP. Attended advisory committee and rulemaking board meetings, meetings with the Governor's Policy Office, House sessions and Senate sessions. Conducted legislative analyses. Wrote memoranda for the DEP Policy Director and Secretary, and tracked bills through the legislative process. Assisted the Policy Office staff in the development of regulations and technical guidance which were consistent with the Governor's priorities. Knowledgeable with eFACTS (Environment, Facility, Application, Compliance Tracking System) for compliance and enforcement checks. Knowledgeable in reviewing grant applications for a government agency.

**Conducted Research:** A National Analysis of Pharmaceutical Drugs in the United States Water Supplies, An Analysis of the Fiscal "Boom" from Baby Boomer Public Employee Retirees -The Largest Expenditure of State and Local Governments, An Analysis of the Challenges Women Face as Politicians in the United States through Statistics and Trends of Women Representation in the Legislature.

## Work Experience

Customer service, detail oriented, interpersonal skills, innovative with any project given, excellent oral and written communication, managerial experience, time management skills, organizational skills, contributes ideas for problem solving, proficient in Microsoft Office, SPSS, keyboarding, and data entry, and querying database knowledge.

Allied Barton Security Services  
**Security Officer**

Breinigsville, PA  
August 2010 – July 2011

Sheetz, Inc.  
**Sales Associate**

Fleetwood, PA  
April 2008 – August 2010

Florida Gulf Coast University Library Services  
**Library Clerk**

Fort Myers, FL  
August 2006 – September 2007

## Volunteer Work

Promising Practices-Proven Strategies 2012 Extra Learning Opportunities Conference  
**Facilitator for the Engaging Young Readers Workshop**

Harrisburg, PA  
March 2012

Kutztown University Career Development Center  
**Attended the Fall Senior Etiquette Dinner**

Kutztown, PA  
November 2011

Allyson Schwartz for Congress  
**Campaign Office**

Jenkintown, PA  
August 2011

GOTV Get Out the Vote  
**Call Center**

Easton, PA  
November 2010

