

# Ishani Kaur

New York, NY 10017 • (347) 333 – 3333 • Ishani.Kaur@jjay.cuny.edu

## EDUCATION

### CUNY John Jay College of Criminal Justice

*Master of Public Administration*

*New York, NY*

*Expected May 2024*

- Cumulative GPA: 3.75
- Public Policy and Administration

### CUNY John Jay College of Criminal Justice

*Bachelor of Arts*

*New York, NY*

*May 2020*

- Cumulative GPA: 3.82
- Major: Political Science; Minor: History

## RELEVANT WORK EXPERIENCE

### Office of the Commissioner, Department of Education

*Policy Advisor*

*New York, NY*

*January 2019 – Present*

- Accountable for short and long-range plans as it relates to critical policies (teacher recruitment, supporting boys of color, peer to peer mentoring, child savings accounts, etc.)
- Identify 5 barriers impeding projects, provide sustainable recommendations, and measure progress against deliverables
- Represent the Chancellor and the Chief of Staff at meetings with City, State, Federal and other third parties

### Young Survival Coalition

*Operations & Development Associate*

*New York, NY*

*December 2017 – January 2019*

- Assisted with coordination of logistics for YSC events and activities hosting over 100 people
- Managed 20 volunteers, interns and temporary staff during peak volume periods
- Prepared and submit applications to federal, state, and private fundraising campaigns

### Digitas LBi – North America

*Data Analyst*

*New York, NY*

*April 2016 – November 2017*

- Utilized a variety of reporting systems and databases for the creation of recurring reports and dashboards
- Analyzed relevant data and provided recommendations for future website and social media development
- Established relationships with over 15 clients and identified nuances in data to optimize their business

### buildOn

*Program Coordinator at Wingate Campus*

*New York, NY*

*January 2014 – April 2016*

- Created and facilitated curricula that addressed Leadership, College Readiness, and Local Education
- Advised 25 high school juniors and seniors on SAT testing, school-matching, and college essays
- Evaluated the program's processes on a weekly basis, contributing to a 95% success rate of the program outcomes

### International Rescue Committee

*Youth Refugee Coordinator*

*New York, NY*

*September 2013 – May 2014*

- Supervised 13 NYU volunteers and 50 students from Africa and the Middle East
- Tracked expense, monitored timesheet, budget and financial reports for the organization
- Contributed to the implementation of the ASTEP arts after school program which has supported over 120 students

### T-Mobile

*Assistant Store Manager*

*New York, NY*

*June 2012 – August 2013*

- Coached 10 sales associates in building customer relationships and understanding their needs
- Implemented strategic staffing adjustments and sales promotions, resulting in 26% increase in sales in a month
- Ensured sales associates were proficient in product knowledge and equipped with sales techniques to drive conversions

## CROSS CULTURAL EXPERIENCE/LANGUAGE

- Participated in intensive immersion programs and research in: Tanzania, Haiti and Nicaragua
- Spanish – Fluent in speech, high level of comprehension ability, intermediate levels of reading and writing