

JOCELYN KUO

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EDUCATION

University of Michigan, Ann Arbor, MI	expected May 2021
Master of Public Policy	
Master of Science in Information – Data Science Track	
California State University, Long Beach, Long Beach, CA	Dec 2016
Bachelor of Arts, Political Science with Global Politics concentration	
University of Michigan, Gerald R. Ford School of Public Policy, Ann Arbor, MI	Jun 2016 – Jul 2016
• Academic Fellowship on Public Policy & International Affairs	

RELEVANT COURSES

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|--------------------------------|-----------------------------------|---------------------------|
| • Intermediate Programming | • Information Visualization | • Statistics |
| • Design of Complex Websites | • Contextual Inquiry | • R for Public Policy |
| • Data Manipulation & Analysis | • Quantitative Program Evaluation | • Excel for Public Policy |

SKILLS

Technical Skills: Knowledge of Microsoft Office, Python, R, STATA, Tableau, HTML, CSS, Photoshop, Illustrator, SQL

EXPERIENCE

Development Intern	May 2019 – Jul 2019
<i>Detroit PAL, Detroit, MI</i>	
• Researched best fundraising practices/impact and created 50+ donor profiles to diversify development strategies	
• Identified and recoded approximately 1,700 donor accounts on eTapestry to maintain a consistent donor database	
• Established and expanded a more cohesive and engaging alumni group through LinkedIn to identify potential donors and exhibit events, athlete/alumni/coach spotlights, and news	
• Coordinated fundraising/community events and managed communications and outreach by producing programs, flyers, invitations and updating social media platforms	
Assistant Language Teacher (JET Program)	Jul 2017 – Jul 2018
<i>Shizuoka City Board of Education, Shizuoka City, Japan</i>	
• Assisted 6 Japanese Teachers of English and over 20 homeroom teachers with lesson and activity planning and team teaching in 7 elementary and 2 junior high schools	
• Served as a cultural ambassador by promoting international understanding through education	
• Presented lesson plans and demonstrated classroom activities during monthly Board of Education meetings	
Administrative Support Assistant	Mar 2017- Jun 2017
<i>California State University Fullerton, Fullerton, CA</i>	
• Provided general administrative support to the Division of Administration and Finance IT	
• Offered service to divisions, such as Parking and Transportation Services, Human Resources, Financial Aid, within the Document Management Center to ensure paperwork is ready to be processed	
• Verified and organized highly confidential financial documents and data for the university	
• Ensured that documents were prepared, received, scanned, indexed, and retrieved	
Legislative Intern	Jan 2016 – May 2016
<i>New York State Assembly, Albany, NY</i>	
• Assisted the legislative process through drafting bills and resolutions, writing memorandums requesting support from members of the Assembly, and serving as a liaison between legislative offices	
• Administered and maintained the office of NYS Assemblyman Dean Murray through scheduling events and meetings, responding to faxes, e-mails, and phone calls, and filing documents and records	
• Discussed statewide issues with lobbyists/constituents and conducted research to assist Assemblyman's debates	
• Completed a political, policy, and democratic analysis on issues regarding Common Core	