Jessica Price

8928 Gary Place

Indianapolis, IN 46256

June 9, 2014

Umbaugh

8365 Keystone Crossing Suite 300

Indianapolis, IN 46240

To Whom It May Concern:

I am a recent graduate from Indiana University’s School of Public and Environmental Affairs (SPEA). As a SPEA graduate, I am very interested in jobs pertaining to the public sector. I am especially passionate about ensuring that business decisions are made sustainably and efficiently, but also cost effectively.

I would be a perfect fit for Umbaugh because my degree in Policy Analysis has given me the tools to analyze policies and business decisions by their cost effectiveness, feasibility, and enforceability. My coursework was all encompassing and included classes in finance, economics, computer science, and law. My coursework has also required an extensive amount of writing and communication skills. I have composed policy briefs and research reports, which have sharpened my writing skills to be concise and effective. Also, I held an assistant bookkeeper position which allowed me to become familiar with financial terminology, reports, and software.

Enclosed is my resume for your review. If you have any questions or would like to further discuss my career prospects, you can call me at (317) 445-9145 or email me at [pricejee@indiana.edu](mailto:pricejee@indiana.edu). Thank you for your time. I look forward to talking with you in the near future.

Sincerely,

Jessica Price

**Jessica Price**

**Current Address: Permanent Address:**

114 E. 7th Street, Apt 2 pricejee@indiana.edu 8928 Gary Place

Bloomington, IN 47408 (317) 445-9145 Indianapolis, IN 46256

**EDUCATION**

**Indiana University, School of Public & Environmental Affairs**, Bloomington, IN May 2014

Bachelor of Science in Public Affairs, GPA 3.39/4.00

Major: Policy Analysis

**University of Wollongong**, **Study Abroad,** NSW**,** Wollongong, Australia Fall 2012 Study Focus: International and Environmental Policy

**RELEVANT COURSE WORK**

Research Methods and Statistics, Financial Management, Management Science, Econometrics, Government Finance and Budgets, Financial Cost Benefit Analysis, Government Accounting

**EXPERIENCE**

**Safe Families for Children, Indianapolis, IN** January 2014- Current

*Intern*

* Developed critical pathway which identified goals for Kenya Expansion
* Researched international grant opportunities
* Constructed annual budget for expansion overseas
* Established protocols to facilitate effective communication and meetings for team members

**Houlihan’s Restaurant & Bar, Indianapolis, IN** Summer 2012, 2013

*Server*

* Communicated effectively with a diverse range of customers in order to ensure guest satisfaction
* Perfected multitasking skills in order to efficiently serve guests in a fast paced environment
* Resolved customer complaints in a way that was mutually beneficial for the restaurant and the guest without manager intervention

**Long Term Care Benefits, Inc. Broadripple, IN**  July 2011 – December 2012

*Assistant Bookkeeper*

* Recorded operating transactions using QuickBooks Online to prepare balances for tax reporting
* Created valuable financial reports including budgets and statements
* Organized data entries into appropriate categories
* Aided in designing the current booking system which required several years of backtracking

**ACTIVITIES**

**National Society of Collegiate Scholars** December 2010 - Present

*Member*

* Created strong networking base through members of the group as well as approximately a dozen professionals who have offered presentations and insight into their careers

**Marion County Election Board** November 2009 - Present

*Clerk Volunteer*

* Gained knowledge about poll precincts policies and election procedures
* Compiled and verified voter lists from official registration records
* Counted valid ballots and prepared official reports of election results

**SKILLS**

*Computer:* Proficient in Stata, Microsoft Office Suite (including Project), Adobe Photoshop and InDesign,Website Design (HTML)