**Jonas Clark**

Worcester, MA | 508-555-1234 | [jclark@clarku.edu](mailto:jclark@clarku.edu) | [linkedin.com/jclark](http://www.linkedin.com/jclark)

**EDUCATION**

**Clark University**; Worcester, MA

Master of Public Administration May 2023

Bachelor of Science in Political Science May 2022

Related Projects:

Economic Inequality on Political Participation Research Project Fall 2021

* Analyzed influence of government policies and its effect on citizens political involvement to provide insights into public policy implications
* Wrote 25-page research report outlining key findings and providing policy recommendations to address economic disparities and promote inclusive political engagement

• Presented research findings to a panel of five professor and 40 classmates to foster a conversation and lead a debate on economic inequality and political participation

**EXPERIENCE**

**The Urban Institute**; Washington DC June 2022-Present

Intern

* Designed and implemented 5 surveys with over 1,000 respondents and conducted 200 interviews to collect primary data from marginalized communities to enhance understanding of policy initiatives
* Organized focus group with over 100 attendees to gather public input on policy proposals and to enhance community engagement providing more inclusive policy development
* Improved data sharing among team by building and maintaining databases using Microsoft Excel
* Produced 3 policy briefs and reports to inform stakeholders on social and economic policy issues including poverty, housing, and healthcare

**Clark University Writing Center;** Worcester, MA September 2019-May 2022

Writing Tutor

* Provided one on one tutoring to 500+ students to improve writing skills including grammar, punctuation, structure, and clarity
* Conducted 20+ writing workshops on a variety of topics including thesis development, citation styles, and creative writing to enable students to build new skills and develop confidence
* Collaborated with writing center staff to develop resources and reference materials to enhance convenience enabling students to gain access to resources at a point of need

**LEADERSHIP EXPERIENCE**

**Clark University Habitat for Humanity** September 2021-May 2022

President

* Organized 4 campus events to educate community about Habitat for Humanity and recruit volunteers

**RELEVANT SKILLS**

**Technical Skills:** Microsoft Office Suite (Word, PowerPoint, Excel)

**Languages:** English (Native), Spanish (Fluent), Mandarin (Intermediate)