
Public Administration Resume

Job Objective

To enhance my skills as Public Administrator by securing a position with growing company that will put my experience to good use.

Highlights of Qualifications:

- Remarkable supervisory experience
 - Huge knowledge of functions and problems of local governments
 - Deep knowledge of federal and state laws
 - Wide knowledge of and administrative regulations, programs and policies
 - In-depth knowledge of human resources administration, budgeting, community development,
 - Familiarity with grants application procedures
 - Ability to analyze work of professional and technical personnel
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Professional Experience:

Public Administration
SCIC, Playas, NM
March 2005 – Present

Responsibilities:

- Managed programs of Public Administration Division.
- Administered personnel assigned to the Division.
- Coordinated with Department for Local Government.
- Imparted technical aid to local county and municipal governments.

Public Administration
EATON, Playas, NM
December 2000 – February 2005

Responsibilities:

- Aided local governments and conducted visits to local governments and reviewed ongoing projects.
 - Handled Tourism promotions and formulated personnel policy manuals.
 - Managed facilities management and aided in designing Advertising Campaigns.
 - Supervised Public Relations Functions.
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Education:

Bachelor's Degree in Public Administration
Elmhurst College, Elmhurst, IL

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