

**Education****Master of Public Administration (December 2009)**

UNIVERSITY OF CENTRAL FLORIDA – Orlando, Florida

GPA: 3.9

**Master of Science, Criminal Justice (August 2006)**

UNIVERSITY OF CENTRAL FLORIDA – Orlando, Florida

GPA: 4.0

**Bachelor of Arts, Political Science (December 2004)**

UNIVERSITY OF CENTRAL FLORIDA – Orlando, Florida

GPA: 3.920; *Graduated Summa Cum Laude; President's Honor Roll; Dean's List***Additional  
Training****Certified Public Manager (In Progress, Expected Graduation August 2014)**

Florida State University

**Career  
Accomplishments****Strategic Planning:**

- In 2012 and 2013, I was instrumental in creating the Polk County Sheriff's Office's Strategic Plan, which included the agency's goals, objectives, and strategies.
- As Senior Research Analyst, I developed a series of strategic planning videos used to train and educate all agency personnel.
- As Senior Research Analyst, I helped facilitate the Senior Staff Retreat, which is an annual agency event that aids in the development of new goals and strategies.

**Data Analysis & Research**

- In my role as a member of the Fuel Consumption Special Projects Team at the Polk County Sheriff's Office, I analyzed and researched fuel data and patterns, helping the agency to become more fuel efficient.
- While serving on the Data Integrity Special Projects Team at the Polk County Sheriff's Office, I analyzed and disseminated the agency's call activity.
- In 2012, I assisted in auditing over 250,000 pieces of evidence as a member of the Property and Evidence Audit Team.
- As a Graduate Research Assistant, I assisted in creating a nationwide survey of metropolitan planning organizations regarding the impact of private-public partnerships on transportation planning.

**Training**

- As Senior Research Analyst, I administered a strategic planning presentation to all newly hired members of the Polk County Sheriff's Office.

**Budgeting**

- As Senior Research Analyst, I assisted in gathering statistics for and developing the agency's budget presentation to the Polk County Board of County Commissioners.

## Professional Background

### **Polk County Sheriff's Office (October 2011 – Present)**

#### *Senior Research Analyst*

Collects and analyzes data and statistics relevant to the law enforcement community and presents findings to the agency; Creates and publishes agency strategic plan, including agency goals and objectives; Responds to internal and external requests for information and data.

### **Epic Worldwide, Inc. (June 2010 – October 2011)**

#### *Paralegal*

Worked closely with brokerage firms and compiled due diligence to deposit stock certificates; Assisted the lead attorney with various types of legal research; Completed clerical tasks, including document composition, data entry, and record keeping.

### **Protocol Translation and International Services (May 2009 – June 2010)**

#### *Account Supervisor*

Arranged interpretation and translation services for individuals requiring them for legal and medical appointments; Answered inquiries from clients and patients via the phone and in person.

### **University of Central Florida (Aug. 2007 – May 2008)**

#### *Graduate Research Assistant – College of Public Administration*

Assisted professors in reviewing academic literature for their use in original research; Developed surveys used to obtain both qualitative and quantitative research data; Coded and entered survey data into statistical analysis software for research purposes.

### **Alachua County Sheriff's Office (Mar. 2007 - Aug. 2007)**

#### *Criminal Justice Technician – Records*

Answered law enforcement and citizen inquiries regarding police reports, arrest records, and warrant information; Performed background checks and fingerprinting for citizens and agency personnel; Prepared emergency protection orders; Transcribed police calls to standardized police reports; Managed police databases and kept information current.

## Achievements

Phi Kappa Phi Academic Honor Society Member  
Pi Alpha Alpha Public Administration Honor Society Member  
Delta Epsilon Iota Academic Honor Society Member  
National Society of Collegiate Scholars Member  
University of Central Florida Merit Fellowship Recipient  
University of Central Florida Merit Scholarship Recipient  
Florida Bright Futures Merit Scholarship Recipient  
Marine Corp Scholarship Foundation Four Year Scholar