

# Gabriela Garcia

9401 Peach Lane, Charlotte, NC 2817

704-345-9031 | [Ggarcia243432@charlotte.edu](mailto:Ggarcia243432@charlotte.edu)

## Summary of Skills

**Research:** Data analysis and data visualization using SPS, Tableau, and Excel

**Project coordination:** Planning and coordinating, compiling data, tracking status, and managing details

**Program development:** Nonprofit grant writing and budget analysis

**Writing and editing:** Reports, correspondence, academic, web/social media content, newsletter content

**Languages:** Bilingual (English & Italian)

**Technical:** Java, Tableau, SPSS, Microsoft Suite -Word, PowerPoint, Excel

## Education

**University of North Carolina at Charlotte**

**Bachelor of Science in Sociology, Political Science Minor**

January 20xx—Present

GPA: 3.21

## Work Experience

**Office of the Under Secretary of Defense for Acquisition & Sustainment**

**Program Assistant GS-343-11**

January 20xx—Present

40 Hours/Week

\$63,000/Year

- Oversee 3 mentoring programs in limited resource communities
- Recruit, train, and manage 25 adult mentors and 30 youth
- Develop marketing and training materials for use in FMP programs and other county mentoring initiatives
- Write and manage program grants, hire outside contractors for grant implementation

**U.S. Ambassador to Italy**

**Political and Economic Section Intern**

May 20xx—August 20xx

15 Hours/Week

Volunteer

- Researched and wrote regional economic and political briefs for US Ambassador's Milan consulate district visits
- Worked with Italian professionals in regional chambers of commerce, banks, NGOs, and government offices to compile briefs

- Utilized Italian language skills and political and cultural knowledge in a variety of settings

#### **Public Affairs Assistant**

##### **North Carolina Department of Public Safety**

November 20xx—August 20xx

10 Hours/Week

\$3,000 stipend

- Drafted and distributed press releases, media advisories, and internal communications
- Coordinated public engagement initiatives, including town hall meetings and community outreach events
- Monitored media coverage and public sentiment, preparing concise briefings and recommendations for leadership

#### **Community and Campus Experience**

##### **Political Science Scholars Club**

January 20xx—Present

##### **Student Alumni Ambassadors**

August 20xx—May 20xx

##### **Heart Math Tutoring**

August 20xx—May 20xx