

# Elissa Bowman

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**OBJECTIVE:** Evaluation Coordinator – Research Specialist, Child Care Study (1234), University of ABC, Department of Education

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**Community Development Master's Candidate (August 20xx)** with six years' experience in non-profit program management, including evaluation, research and program design. Expertise in qualitative research design and database creation.

- Fluent in Spanish
  - MS Office Suite, including Access and Excel
  - Excellent writing skills
  - Courses in qualitative and quantitative research methods
  - Clear communicator and collaborator
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## EDUCATION

**Master of Science in Community and Regional Development** – University of California, Davis, expected August 20xx.

Relevant Coursework: Intermediate Social Statistics, Field Research, Professional Skills for Community Development, Qualitative Research Methods, Participatory Action Research.

**Bachelor of Science in Sociology** – Eastern Mennonite University, June 20xx.

## PROFESSIONAL EXPERIENCE

### Graduate Student Researcher

July 20xx-present

UC Sustainable Agriculture Research and Education Program, Davis, California

- Conducted evaluation of local non-profit organization's two-year USDA Community Food Project grant.
- Designed and implemented surveys and interviews of project participants.
- Synthesized data and completed annual and final reports of grant progress.
- Maintained relationship with grantee organization to ensure expectations were being met and evaluation tools were satisfactory.
- Edited the final report and verified data accuracy for an assessment of San Diego County's food system.

### Research Associate – Intern

June 20xx-April 20xx

United Green, Sacramento, California

- Produced interactive tool called a "stakeholder analysis" to visually represent power and food access in underrepresented Sacramento communities.
- Engaged community members in two workshops to provide necessary data to build the tool.
- Assessed software options to best present the tool and meet United Green's needs.
- Collaborated with multiple organizations and team members to ensure coordination of final products.

### Graduate Student Researcher

January 20xx-August 20xx

UC Davis Center for Regional Change, Davis, California

- Researched and wrote first draft of introductory chapter for Healthy Youth/Healthy Regions final report. Healthy Youth/Healthy Regions is a multi-disciplinary research project investigating the

link between youth well-being and prosperity in the Sacramento region. This introductory chapter set the scene for the final report by highlighting the strengths and inequities in the region.

- Compiled data from Healthy Youth/Healthy Regions qualitative and participatory action research teams to produce brief about the effect of transportation issues on youth well-being.
- Gathered data from secondary sources and online databases for use in REACH Youth Development Program evaluation reports.
- Produced annotated bibliography of academic literature about youth civic engagement.

### **Home Garden Manager**

September 20xx-August 20xx

Community Food Bank, Tucson, Arizona

- Supervisory role involving gardening assistance, budget management, community outreach and program design.
- Created and managed database to track department's activities and identify areas for growth.
- Outreach and coordination with other Tucson non-profits on community development projects.

### **Home Garden Coordinator**

September 20xx-September 20xx

Community Food Bank, Tucson, Arizona

- Taught vegetable gardening skills to low-income families through at-home assistance.
- Designed and taught popular-education-style gardening workshops in English and in Spanish.

### **Community Organizer**

September 20xx-September 20xx

Border Action Network, Tucson, Arizona

- Led outreach campaign in Latino immigrant community in Tucson.
- Established new membership base.
- Initiated campaign to pressure Arizona Congressional delegation for immigration reform.

### **In-home Tutor**

June 20xx-August 20xx

Pennsylvania Migrant Education, Millersville, Pennsylvania

- Provided summer education services to elementary- and preschool-age children.

## **AWARDS AND CERTIFICATIONS**

### **Community Service Award, 20xx**

UC Davis Community Service Resource Center, Davis, California

### **CITI Social and Behavioral Research Basic/Refresher Certification, 20xx**

UC Davis Department of Human and Community Development

### **Erna and Orville Thompson Graduate Student Fund, 20xx**

UC Davis Community Development Graduate Group, Davis, California

### **Block Grant Fellowship, 20xx-20xx**

UC Davis Community Development Graduate Group, Davis, California

### **Employee of the Season, 20xx**

Community Food Bank, Tucson, Arizona

### **Honors Scholarship, 19xx-20xx**

Eastern Mennonite University, Harrisonburg, Virginia