

Kelly Rae James

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Education

University of Delaware, Newark, DE

Master in Public Administration (4+1 Accelerated Graduate Program)

May 2020

Bachelor of Arts, Majors: Public Policy & Women and Gender Studies

May 2019

- Concentration: Public and Nonprofit Administration
- Minors: Political Science & Sexualities and Gender Studies
- GPA: 3.69 Dean's List: Fall 2015, Spring 2016, Fall 2016, Spring 2017, Fall 2017

Related Experience

Undergraduate Public Policy Fellow, University of Delaware

June 2017-Present

- Worked at the Institute for Public Administration and completed various tasks from completing secretarial duties to supplementing supervisor's research on transportation accessibility and paratransit policy.
- Conducted a literature review of 5310 policies of various DOTs, MPOs, and RC/COGs and compiled information about application scoring and other important policy information into a written report
- Conducted outreach work at various locations across the state
- Collaborated with both Public Administration Fellows and project supervisors on various assignments pertaining to the team project and effectively worked in group settings
- Demonstrated professionalism and minute taking skills through meetings with Delaware transportation stakeholders

Volunteer and Leadership Experience

LGBT Mentor, Big Brothers Big Sisters of Delaware

January 2018-Present

- Acted as a mentor for LGBT students at Hodgson Vo-Tech High School through their High School GSA

Queer Outreach Coordinator, Students Acting for Gender Equity

Spring 2017-Present

- Attended and/or lead weekly meetings and coordinated queer activism efforts of the organization
- Assisted with planning and implementation of major events including Love Your Body Day (Fall Semester) and Take Back the Night (Spring Semester)

Clean Water Action

March 2017

- Canvassed a neighborhood to raise awareness for a policy affecting 50% of the water supply in New Jersey

Planned Parenthood Generation Action

Fall 2016-Present

- Attended weekly meetings which focus on special topics such as reproductive health

University of Delaware Marching Band Front Ensemble

Fall 2015-Spring 2017

- Practiced for and perform at school football games and band festivals
- Managed a group of 15 team members and oversaw truck loading process to ensure equipment was loaded in a safe and effective manor

Additional Experience

Swim Instructor, Wyckoff Family YMCA, Wyckoff, NJ

May 2016-June 2017

- Instructed children ages 3-15 with varying swimming abilities and taught both water survival skills and proper swimming techniques
- Taught students to be comfortable and confident in the water

Lifeguard, Wyckoff Family YMCA, Wyckoff, NJ

June 2015-June 2017

- Patrolled a 25-yard pool and maintained a safe pool facility through successful and professional completion of in and out of water rescues
- Demonstrated problem solving skills, adaptability, and patience while dealing with members

Skills/Certification

- Human Subjects in Research Certification
- Lifeguard/CPR/AED Certification
- Mac and PC; Microsoft Word, PowerPoint, and Excel
- Data Collection and Organization