

Paisley Herrera

Political Science Student Recruiter

📞 (812) 555-4836

✉️ paisley.herrera@example.com

🌐 linkedin.com/example/paisleyherrera

📍 Bloomington, IN 47408

STRENGTHS

- 🗣️ **Welcoming Communication**
Explains program information in approachable language, then listens for questions so prospective students feel respected and informed.
- 📅 **Event Preparation**
Turns scattered requirements into checklists and ready materials. Faculty reviewers received organized work ahead of scheduled presentations.
- 🗣️ **Public Speaking**
Presented a five minute program overview and handled follow up questions with evidence, calm pacing, and clear examples.
- 👥 **Inclusive Teamwork**
Peer review became a useful exchange of viewpoints, with revisions improving accuracy, readability, and respectful language.
- 💡 **Critical Thinking**
Separated facts from interpretation during research, helping presentations stay credible and giving audiences a clearer basis for discussion.

SKILLS

Public speaking Event preparation

Data analysis Critical thinking

Written communication Teamwork

Inclusive engagement

Project organization

Attention to detail Political Science

Legal Studies Digital technology

Time management

Conflict management

Career development

SUMMARY

Political Science student preparing for recruitment work through academic projects, campus outreach, and supervised event planning. Coursework in **Political Science** and **Legal Studies** supports clear explanations of academic programs, **student opportunities**, and public facing information. Academic projects include creating tabling activities, reviewing source material, analyzing survey responses, preparing presentations, and organizing event deliverables around class schedules. Experience with Microsoft 365, spreadsheets, presentation software, written briefs, and structured research supports accurate preparation and confident conversations. Campus involvement has strengthened respectful teamwork, inclusive interaction, accountability, public speaking, and professional follow up. Work with faculty guidance has built sound judgment, **attention to detail**, and practical self reflection. These strengths support welcoming prospective student conversations, organized preview events, and thoughtful program representation.

EDUCATION

Bachelor of Science in Political Science, Legal Studies Minor

Bloomington State University 🎓 GPA: 0 📅 2028 📍 Bloomington, Indiana

Coursework: *Political Science, Legal Studies, Public Policy, Research Methods, Communication*

TECHNICAL SKILLS

- **Microsoft 365:** Word, PowerPoint, Excel
- **Presentation Tools:** Slides, Handouts, Speaker notes
- **Spreadsheet Analysis:** Microsoft Excel, Data tables, Survey coding
- **Research Methods:** Source review, Theme coding, Citation tracking
- **Event Materials:** Tabling displays, Information sheets, Interactive prompts
- **Communication Formats:** Oral presentations, Written briefs, Public conversations
- **Project Planning:** Checklists, Deadlines, Deliverable tracking
- **Data Presentation:** Survey summaries, Comparative findings, Visual tables
- **Academic Outreach:** Program explanations, Student opportunities, Recruitment conversations
- **Professional Readiness:** Time management, Conflict management, Ethical conduct

EXPERIENCE

Political Science Recruitment Outreach Project

University Project 📅 August 2026 - Present 📍 Bloomington, Indiana

Faculty guided academic project focused on prospective student outreach, program communication, tabling activities, **event preparation**, and organized presentation of **Political Science** opportunities. Work combines independent planning with peer feedback, source review, digital production, and scheduled deliverables completed alongside a full academic course load.

- Designed a simulated outreach plan organizing program highlights, opportunities, and common questions for event conversations.
- Built interactive tabling activities and tested instructions with 18 classmates for clear, welcoming participation.
- Analyzed 24 classroom survey responses and summarized recurring questions for improved recruitment talking points.
- Created presentation slides and handouts using **Microsoft 365**, applying formatting checks before faculty review.
- Delivered a five minute program overview and answered questions using departmental and course materials.
- Maintained preparation checklists covering materials, speaking practice, and setup deadlines alongside academic commitments.

LANGUAGES



MY CAREER



- Political Science Recruitment Outreach Project at University Project (1 Months)
- Legal Studies Communication Research Assignment at Academic Research (4 Months)

Legal Studies Communication Research Assignment

Academic Research 📅 January 2026 - May 2026 📍 Bloomington, Indiana

Faculty supervised research assignment examining how public institutions communicate program and policy information. Project included source review, spreadsheet organization, critical evaluation, written and oral presentation, peer collaboration, inclusive language review, and documented revisions completed on schedule.

- Examined public **communication** practices and developed a focused research question under faculty supervision.
- Reviewed 32 academic and public source documents, coding recurring themes in a comparison spreadsheet.
- Converted research findings into a written brief and oral presentation for nonspecialist classmates.
- Distinguished factual claims, interpretation, and source limitations before incorporating evidence into deliverables.
- Coordinated peer review with three classmates and resolved conflicting suggestions through respectful discussion.
- Presented final work on schedule and documented citations, notes, and revision decisions for efficient review.

PROJECTS

Prospective Student Preview Toolkit 📅 August 2026

Created a concise toolkit connecting program highlights, student opportunities, interactive prompts, handouts, and presentation notes for welcoming recruitment conversations.

Public Information Communication Study 📅 May 2026

Reviewed academic and public sources, organized findings, and shaped accessible presentation materials for audiences without specialized legal knowledge.

LEADERSHIP & AWARDS

- Dean's List, Spring 2026
- Campus Civic Engagement Scholarship, 2026
- Undergraduate Research Presentation Recognition, 2026

CERTIFICATIONS

- Successful Presentation, Coursera 📅 2026
- Microsoft 365 Fundamentals Learning Path, Microsoft Learn 📅 2026

PROFESSIONAL AFFILIATIONS

- Peer Ambassador, First Year Student Welcome Team, 2026 - Present
- Member, Campus Civic Dialogue Program, 2025 - Present
- Volunteer, Student Open House Support Team, 2026 - Present

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST