

Billy Bronco
City, CA 00000
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Objective:

To utilize skills as Public Service by securing a position with growing agency to apply experience. Substantial supervisory experience. Expansive knowledge of artistic talent.

Highlights:

Knowledge of functions and problems of local agencies
Deep knowledge of federal and state laws
Wide knowledge of and administrative regulations, programs, and policies
In-depth knowledge of administration, budgeting, community development
Familiarity with grants application procedures
Ability to analyze work of professional and technical nature

Experience:

Public Administration Assistant
SCOS, City, CA March 2005 – Present

Managed programs of Public Administration Division.
Administered personnel assigned to the Division.
Coordinated with Department for Local Government.
Imparted technical aid to local county and municipal governments.

Public Administration Internship
EAST, City, CA December 2000 – February 2005

Aided local governments and conducted visits to local governments and reviewed ongoing projects.
Handled Tourism promotions and formulated personnel policy manuals.
Managed facilities management and aided in designing Advertising Campaigns.
Supervised public relations functions in the community.

Education

Bachelor of Arts Degree in Sociology December 2021
Minor: Music Industry Studies
California State Polytechnic University, Pomona

Campus Activities

Choral Member Cal Poly Pomona
Theatre Production "XYZ" Fall 2019