

Gerry Johnson
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Profile

- A motivated Master of Public Administration student with strengths in policy development and analysis.
- Enjoys the challenges of problem solving and implementing new ideas in a changing environment.
- Excellent communication with strong interpersonal abilities for participation in a team environment.
- Maintains confidentiality in professional relationships while remaining respectful and diplomatic.

Education

Master of Public Administration (Co-operative Education option) 2016 – Present
University of Manitoba, Winnipeg, Manitoba
Related courses: Canadian Policy Process, Theory and Practice in Public Administration
GPA: 3.5/4.5 (optional)
Expected date of graduation: May 2018

Bachelor of Arts in Political Studies June 2016
University of Manitoba
Dean's Honour List 2014- June 2016
GPA: 3.7/4.5

Related Skills

Analytical/Research Skills

- Designed survey questionnaires to measure client satisfaction with business standards and policies.
- Created sampling strategy to ensure appropriate respondent distribution.
- Analyzed resulting survey data using SAS and SPSS-X software and created statistical reports.
- Conducted primary research to determine effectiveness of communication of a specific program.

Organizational/Planning Skills

- Monitored community-development program, projects and initiatives and ensured smooth progress.
- Compiled survey data for a labour market report and distributed results to appropriate personnel.
- Organized educational and social events for the Political Studies Club with a variety of resources.
- Planned and initiated tournaments and fundraisers for soccer league members, families and friends.

Communication /Interpersonal Skills

- Presented research and policy papers to seminar groups; responded to peer cross-examination.
- Documented survey findings and prepared reports with recommendations for service improvement.
- Composed written documents for executive decision-makers while being accessible to other audiences.
- Coached, encouraged and motivated youth and young adult soccer teams.

Work Experience

Office Assistant

2015-2017

University of Manitoba Admissions

- Conducted telephone interviews with 200 university students to solicit survey with 60% response rate.
- Collaborated effectively with co-workers to ensure applicants received timely assistance with reports.
- Developed positive working relationship and partnerships with diverse stakeholders and co-workers.

Career Resource Assistant

Summer 2015

University of Manitoba Student Counselling and Career Centre

- Contacted appropriate representatives for the collection of data for the Career Resource Centre.
- Created informative resources with statistical information for students to aid in the career decisions.

Special Skills

Computer Skills: SAS & SPSS-X, Windows XP, Microsoft Word, Internet,
Windows NT/2000, Power Point
Trainings: FIPPA, PHIA and Labour and Human Rights legislation
Languages: Fluent in English and Spanish

Memberships

Youth Ambassador, National Political Party

2015 - Present

Treasurer/Member, Political Science Club, University of Manitoba

2015 - 2017

Volunteer Experience

2014 - Present

Swimming Instructor, YMCA

2014 – 2016

Soccer Coach, Sir John Franklin Community Club

Interests

Politics, cycling, reading, water sports, soccer