



Savannah Hutchinson

Management Intern, Public Works

☎ (805) 555-2746 ✉ savannah.hutchinson@example.com

🌐 linkedin.com/example/savannahhutchinson 📍 Ventura, CA 93001

STRENGTHS

- ♥ **Public Works Analysis**
Reviewed capital projects, solid waste scenarios, transportation measures, and resident requests, then turned findings into usable recommendations.
- 💬 **Clear Public Communication**
Prepared correspondence, meeting materials, and outreach content, with classmates relying on concise explanations during presentations.
- 📊 **Reliable Data Practice**
Cleaned hundreds of records and checked GIS attributes against sources, a habit that kept research outputs dependable.
- 👥 **Community Focus**
Examined resident complaints and survey responses, then shaped service information around practical public questions.
- 🧠 **Adaptable Collaboration**
Accepted faculty feedback during research presentations and revised materials smoothly, helping group work reach a clear finish.

SKILLS

Public administration
Public works support
Capital project tracking
Solid waste programs
C and D compliance
Transportation metrics

SUMMARY

Public administration student preparing for municipal management work through coursework, supervised research, and practical **public works** analysis. Academic projects cover Capital Improvement Project tracking, solid waste services, Construction & Demolition compliance concepts, transportation **performance metrics**, GIS practice, records management, survey research, complaint review, contractor monitoring, and public outreach. Microsoft Excel, Word, and PowerPoint support organized data, concise correspondence, graphical displays, analytical reports, and meeting presentations. Research assignments translate regulatory requirements, resident service concerns, and operational findings into clear recommendations. Campus work demonstrates independent task execution within guidance, careful documentation, clear communication, cooperative teamwork, quick learning, and flexibility as priorities shift. A practical interest in **local government** service supports thoughtful analysis, accessible public information, and dependable **administrative support** for public works programs.

EDUCATION

Bachelor's Degree in Public Administration

California State University, Channel Islands 🎓 GPA: 0 📅 2027 📍 Camarillo, CA

Coursework: *Public administration, local government, municipal policy, public works management, regulatory compliance*

TECHNICAL SKILLS

- **Microsoft Office:** Excel, Word, PowerPoint
- **Public Works Programs:** Solid waste, Capital Improvement Projects, transportation operations
- **Compliance Review:** Construction and Demolition, contractor obligations, regulatory requirements
- **GIS Applications:** GIS layers, map outputs, geographic records
- **Data Management:** Record classification, source verification, documentation
- **Research Methods:** Surveys, special research, operational review
- **Reporting Tools:** Statistical reports, analytical reports, graphical displays
- **Public Communication:** Correspondence, outreach materials, meeting presentations
- **Government Documents:** Resolutions, ordinances, staff memoranda
- **Records Systems:** Electronic records, paper records, decision logs
- **Performance Review:** Transportation metrics, field ride checks, status tracking
- **Administrative Support:** Calls, document processing, community assistance

EXPERIENCE

Public Works Administration Project Analyst

University Project 📅 January 2026 - Present 📍 Ventura, CA

Supports a supervised simulated municipal portfolio covering capital projects, solid waste, transportation operations, resident service requests, contractor obligations, and public meeting materials. Applies **public administration** principles through structured analysis, documentation, and recommendations.

- Analyzed simulated **municipal** programs covering capital projects, **solid waste**, transportation, and resident service requests.
- Maintained Excel status workbook for 18 sample capital projects, tracking milestones, funding, schedules, and issues.
- Reviewed Construction & Demolition compliance scenarios, documented findings, and prepared concise **recommendations** for faculty evaluation.
- Built graphical transportation summaries and completed field ride observations against defined performance measures.

[Field observations](#) [GIS](#)

[Data management](#) [Microsoft Excel](#)

[Analytical reports](#) [Survey research](#)

[Public outreach](#)

[Records management](#)

[Meeting presentations](#)

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Public Works Administration
Project Analyst at University
Project (8 Months)

● Local Government Data and
GIS Research Assistant at
University Research Lab (8
Months)

● Municipal Policy and
Community Outreach Analyst at
Course Project (4 Months)

- Prepared **analytical reports, correspondence**, and presentation materials for a simulated public meeting.
- Evaluated contractor obligations and resident complaints, then documented evidence and recommended practical administrative actions.

Local Government Data and GIS Research Assistant

University Research Lab 📅 September 2025 - May 2026 📍 Ventura, CA

Contributed to supervised research on municipal infrastructure, service, and geographic records. Organized source data, developed introductory GIS outputs, administered resident **surveys**, and presented findings for faculty review.

- Cleaned and classified more than 600 sample records in **Excel** using consistent names and documentation.
- Created introductory GIS layers and maps for public facilities and transportation observations.
- Verified **GIS** attributes against source records before submitting a class research deliverable.
- Designed and administered an academic survey on resident service priorities, then summarized responses.
- Prepared tables and graphical displays that helped faculty review survey findings and operational patterns.
- Drafted meeting notes and public explanations, then revised research materials after seminar feedback.

Municipal Policy and Community Outreach Analyst

Course Project 📅 January 2025 - May 2025 📍 Ventura, CA

Completed a supervised local government case study involving **public outreach**, regulatory review, records management, council style materials, **complaint research**, and service change communication.

- Researched federal, state, and local program examples to distinguish compliance obligations from recommended practices.
- Drafted a sample resolution and staff memorandum with background, analysis, alternatives, and recommended action.
- Developed outreach materials and a stakeholder contact plan for residents, contractors, and meeting attendees.
- Investigated sample complaints by reviewing case facts and documenting reasonable administrative actions.
- Maintained electronic project files and decision logs in **Microsoft Office** for traceable revisions.
- Organized source materials for teammates and instructor review during a simulated service change.

PROJECTS

Municipal Service Records Study 📅 2026

Reviewed methods for organizing infrastructure, service, and geographic records, then produced introductory GIS maps and documentation for academic evaluation.

Resident Service Priority Survey 📅 2025

Collected and summarized resident service preferences through a supervised survey, using tables, graphical displays, and concise findings.

LEADERSHIP & AWARDS

- Dean's List, 2025
- Public Service Student Research Recognition, 2026

CERTIFICATIONS

- Excel for Data Analysis, Microsoft Learn 📅 2026
- GIS Data Acquisition and Map Design, Coursera 📅 2026

PROFESSIONAL AFFILIATIONS

- Campus Civic Engagement Volunteer, 2025 to Present

- Public Administration Student Association, Outreach Committee Member, 2025 to Present

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST