

# ALICIA E. RYAN

## UNDERGRADUATE STUDENT POLICY, POLITICS, AND INTERNATIONAL AFFAIRS

### SUMMARY

A driven, organized individual seeking to pursue a career in public policy or non-profit organizations. Including the advancement of community engagement and events. To work for organizations that promote advocacy and equality and seek to engage the community and other stakeholders. To bring my well-rounded experience in public policy, organization, administration, and outreach to a non-profit organization.

### SKILLS

- Leadership
- Grant Writing
- Event Planning
- Detail Oriented
- Efficient
- Statistical Analysis
- Reliable and Punctual
- Communication

### WORK EXPERIENCE

#### University of Baltimore - Helen P. Denit Program

Student Assistant • 2023 - Present

- *Implement and plan internal programming for Denit Honors students*
- *Collect and analyze surveys and statistical data for reporting to the Faculty Advisor and Provost*
- *Assist students with graduation audits*
- *Offer general administrative support and conduct research as directed by the Faculty Advisor*

#### Upton Planning Committee, Inc.

Program Assistant/Community Development Fellow • June 2022 -August 2023

- *Research, apply, and maintain grants*
- *Plan and implement large and small community-based events*
- *Attend community meetings and events held by local, state, and federal government officials*
- *Offer administrative support to four unique non-profits under the UPC, Inc. umbrella*

#### Nanny/Family Assistant/House Manager

Private Households • 2003–2023

- *Provide high-quality and personalized childcare and household assistance*
- *Coordinate and supervise in-home professionals, including housekeepers, contractors, etc.*
- *Maintain and implement scheduling for children and household*
- *Work with a variety of personalities and people, including those with neurodivergence and disabilities*

### EDUCATION

#### Undergraduate - Policy, Politics, and International Affairs

University of Baltimore • Expected Graduation Fall 2023

#### Accelerated Master Track - Master of Public Administration

University of Baltimore • 2024-2025

### HONORS & ACHIEVEMENTS

- Omicron Delta Kappa, UBalt Circle President, 2023-2024
- ODK Circle Leader of the Year, 2022-2023
- Dean's List High Honors, 2021-2023
- Helen P. Denit Honors Scholar
- UBalt Student Government Association, Senator
- Colvin Scholarship Recipient, Fall 2023
- David H. Hugel Future Leaders Scholarship Recipient, 2022-2023