**Bob B. Bama**

16 University Drive • San Antonio, TX 78888 • (210) 555-2000 • bb@bamamail.utsa.edu

**OBJECTIVE** Seeking an analyst position with the Alamo Area Council of Governments

**SUMMARY OF QUALIFICATIONS**

• Bilingual in English/Spanish

• Strong research and composition skills

• Experience preparing briefs, reports, and pleadings

• Proficient in Microsoft Word PowerPoint, Excel, SPSS

**EDUCATION**

**Bachelor of Arts in Criminal Justice** May 2010

The University of Texas at San Antonio, San Antonio, TX GPA 3.8

**RELATED COURSEWORK**

• Law and Policy: Studied the inter-relationship of law, courts, and public policy focusing on the legal tools of policy makers and courts as venues for policy formulation.

• Administrative Law: Studied the procedural requirements in which administrative agencies must adhere including rule-making administrative hearings.

• Public Policy Analysis: Examined, compared, and chose policy alternatives in a mock welfare-to-work project.

**RELEVANT EXPERIENCE**

Legal Assistant August 2012 - Present

Municipal Association, San Antonio, TX

• Researched the impact of reduced state revenue sharing on municipal public safety staffing and presented findings to upper management

• Participated in needs assessment, strategy planning, and community outreach to further the goals of the association

• Drafted decisions on motions, prepared and wrote memoranda

Legal Assistant Intern January 2010 - May 2012

Townsend and Spencer, Attorneys at Law, San Antonio, TX

• Performed research and provided assistance to attorneys in a litigation firm concentrating in civil liberties law

• Prepared, composed, and answered pleadings, discovery, motions, and supporting memoranda.

**ACTIVITIES/ AFFILIATIONS**

• Riverside Neighborhood Association Board Member, San Antonio, TX: Conducted annual fundraisers and composed mini grants funded by the City of San Antonio and United Way

• Enterprise Foundation’s Community Leadership Institute, San Antonio, TX: Coordinated art show for inner-city residents including creating an action plan and managing a budget