

JACLYN E. WOOLF

woolf_j@utpb.edu

DEVELOPMENT / POLITICAL SCIENCE

Offering more than 8 years of experience and achievement in political science, research, public administration, and organizational management.

Versatile professional and academic with an emphasis on American politics, public administration, and business management. I have a passion for academia, but desire to expand my career into the areas of public relations, executive office administration, advocacy, and non-profit management. I am also a small business owner of a moving and storage company. My employment experience in both academia and the private sector combine to give me great capability in a variety of skill areas. I believe my ability to effectively combine leadership and a specific expertise in American and Texas politics uniquely qualifies me for a career in public relations.

Summary of Skills:

Political Expertise, with Specialty in Texas State Government / College Teaching / Small Business Ownership
Committee Planning and Program Development / Public Speaking / Presentation Preparation and Delivery
Advising and Recruitment / Exceptional Writing Ability / Statistical Data Analysis
Scientific Polling (Design and Execution) / Media Consulting / Project Management
Technological Versatility / Office Administration / Online Course Development and Instruction
Accounts Payable and Receivable / Grantwriting and Development

Software Expertise:

WordPress / Blackboard / SPSS / STATA
PowerPoint / Microsoft Excel, Word, Publisher / Photoshop
Social Networking Media (Facebook, Twitter, LinkedIn)

EDUCATION

2005

M.A., Political Science, Texas Tech University, Lubbock, TX

- Specializations: American Politics (Presidency and Judicial), Comparative Politics, Public Policy and Administration

2002

B.A., Political Science, Abilene Christian University, Abilene, TX

PROFESSIONAL EXPERIENCE

August 2015-Present

University of Texas-Permian Basin, Adjunct Lecturer – Odessa, TX

- Taught in-class and online sections of PLSC 2305 and 2306 (American National Government and State/Local Government)

July 2013-July 2015

The George W. Bush Childhood Home, Development Director – Midland, TX

- Wrote grant proposals for non-profit museum and received grants totaling over \$100,000.
- Gave tours of the historic Childhood Home, including supervising school field trips
- Managed gift shop, cash deposits, open/closing procedures of facility, and light maintenance.
- Attended occasional public events as a representative of the organization.

Fall 2010-Spring 2012

Instructor of Political Science, Abilene Christian University, Abilene, TX

- Taught courses on American national government, state/local government, quantitative research methods,

Congress/legislature, public administration, public policy, and comparative politics.

- Worked actively with the department to recruit prospective new majors, place graduating majors in graduate and law school programs, and networked with alumni via newsletter and social networking.
- Consulted regularly with local and campus media on local, state, and national political events, and worked directly with a news station to conduct/report exit polling following the federal 2010 midterm elections.
- Networked with and brought in various well-known guest speakers to the department, including the mayor, county commissioners, and candidates for state and federal office.
- Contracted with national publishing companies, notably Pearson and CQ Press, to review texts and instructor resources pending publication.
- Organized and hosted departmental hospitality luncheons for neighboring departments, faculty, and staff.
- Incorporated iPhone and iPad technology and applications into class discussions and coursework, and met regularly with department members to discuss and apply expanding social media sites to recruitment and advertising efforts.

Fall 2008-Summer 2010

Government Instructor II, Midland College, Midland, TX

- Taught courses in federal government and state/local government. My class offerings included traditional lecture, online coursework, videoconferencing, and dual-credit courses.
- Worked with the Social Sciences Department and College of Arts and Sciences to develop course evaluations and prepare for an extensive five-year accreditation audit by SACS, the Southern Association of Colleges and Schools.
- Designated as lead author and team leader of a departmental custom textbook project for the state and local government courses.
- Assisted in organizing and hosting departmental hospitality functions given for the entire campus faculty and staff.

Adjunct Web Instructor, McNeese State University, Lake Charles, LA

- Taught exclusively online courses in state and local government and the Presidency/Executive Process.
- Assisted the director of McNeese University's Center for Adult Learning in Louisiana (CALL) program to develop and facilitate accelerated eight-week courses designed for non-traditional adult learners seeking a Bachelor's degree in criminal justice from home.

Fall 2007-Summer 2008

Government Instructor, McNeese State University, Lake Charles, LA

- Took over and prepared a full courseload at the last minute to fill in for a professor who had been awarded a Fulbright Scholarship to teach overseas for one year.
- Taught courses in American government, state/local government, public administration, and the presidency/executive process.

Adjunct Government Instructor, Lamar State College-Orange, Orange, TX

- In Summer 2008, taught two adjunct courses in American government I and II in addition to teaching summer courses at McNeese State University as a full-time instructor.

Fall 2004-Spring 2007

Graduate Teaching Assistant and Student Instructor, Texas Tech University, Lubbock, TX

- Taught four sections as an independent instructor in American public policy.
- Assisted in teaching courses in American government and political theory, which included managing attendance and grading exams for "mega-sections" of 200+ students. Also instructed supplemental class sections offered as an option to struggling students.
- Presented scholarly papers and served as discussant on conference panels at professional academic conferences.

January 2004-December 2004

Medical Transcriptionist, Mattison Pathology, LLP, Lubbock, TX

- Transcribed recorded medical dictation and prepared diagnostic reports for physician and patient review.
- Wrote a comprehensive manual of procedures and protocol for all medical transcriptionist personnel.
- Assisted in the laboratory processing and entering biological samples for pathological review and diagnosis.
- Developed a procedure for managing supply inventory for physicians' offices who used our services regularly, and delivered supplies weekly and monthly to these physicians.
- Prepared biological samples for safe and legally compliant shipment.

July 2003-December 2003

Administrative Assistant, First United Methodist Church, Lubbock, TX

- Served as assistant to the Senior Pastor and performed routine office duties including answering phones, meeting with

parishioners, and maintaining the Pastor's appointment calendar.

- Designed and wrote a manual for the Staff-Parish Relations Committee which detailed the church staff organization chart and various job descriptions.
- Oversaw the Lay Shepherds Program for church volunteers, which including maintenance of membership, volunteer schedules, and arranging/setting up meetings.
- Planned, organized, and hosted church functions and various committee meetings, including ordering catering, assisting the maintenance team in setting up and decorating, and publicizing the events.
- Drafted individual and mass correspondence regarding church functions, committee events, special church services, etc.
- Recorded minutes at church board meetings.

July 2002-July 2003

Supervisor, Starbucks Coffee Co., Abilene, TX and Lubbock, TX

- Supervised employees in preparation/service of Starbucks products, and general store maintenance.
- Responsible for counting registers and the safe at beginning and end of each shift.
- Maintained store and inventory per corporate regulations and specifications.

June 1999-June 2002

Office Assistant/Legal Intern, Law Office of Russell Ash, Big Lake, TX

- During summer and winter breaks, interned in law office performing routine office duties such as answering phones, maintaining appointment calendars, filing, running errands, and transcribing/typing dictated correspondence.
- Prepared legal documents for real estate, family law, probate, civil and criminal cases.
- Assisted County Attorney in legal research at the county courthouse and in court, including managing case files and advising on *voire dire* during jury selections.

COMMUNITY INVOLVEMENT/INTERESTS

MidCities Community Church – Midland, TX

Starboard Nets Ministries – Garland, TX

Hobbies – family activities, gourmet cooking, traveling
