



# Jassi Singh

## Political Scientist

Dynamic and motivated political scientist interested in administrative law and litigation focus on human rights issues. Proven record of generating and building relationships, managing projects from concept to completion, designing educational strategies, and mentoring peers to success.



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Office Address: 17600 N Ingram Ave Suite #125, Fresno, CA 93711

## Work Experience

CVS Health | November 12th, 2016 - December 28th, 2020

### Lead Customer Service Supervisor

- Developed and conducted "Leading with Heart" customer service training for 7 district focus stores resulting in 30 basis points improvement over the target in 5 months and 20% revenue improvement.

Berkshire Hathaway and Guarantee Real Estate | Oct 01st, 2017 - Jan 28th, 2020

### Real Estate Sales Agent

- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- Create functional and technical application documents

Fresno City Hall | October 10th, 2019 - Jan 01st, 2020

### Maddy Legislative Assistant

- Draft letters to constituents, attend committee hearings, write summary briefs, researching various issues for the staff, and assisting with additional office duties assigned by the chief of staff..

## Skills Summary

- Team Player
- Keen proofreading abilities
- Exceptional attention to detail
- Proficient in Word/Excel/Outlook
- Excellent written and verbal communication skills

## Educational History

California State University, Fresno | Aug 23rd, 2018- May 16th, 2020

### Bachelor of Science in Political Science

- GPA: 4.0/4.0, 1st (COSS) Class of 2020, President's & Dean's List for Academic Achievement – 8 semesters, Summa Cum Laude, Honor Roll, Perfect Attendance.
- 2-time Moot Court Western Region National Qualifier

California State University, Fresno | Aug 23rd, 2018- May 16th, 2020

### Certificate in Legal Studies

- Prepared subpoenas, TRO forms, remedies, legal briefs, divorce forms, etc.
- Collaborated with litigators in oral argument.

## Awards Received 2019-20

- 2020 Dumanian Ethics Scholar in Research Award, Undergraduate Thesis Winning Essay
- U.S. Department of State's Benjamin A. Gilman International Scholarship
- 2020 UCLA Law Fellows Central Valley Program
- League of California Cities Latino Caucus Scholarship
- Karl E. Buckman Memorial Scholarship, Awarded to the 1st in the department
- Gordon Wilson Memorial Award
- Provost Graduation Initiative Grant
- Maddy Legislative Scholarship Intern Program