

Jamie Leanne Murdock
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Education

- 05/1999 B.S. Environmental Technology and Management
Minor: Business
Baker University, Baldwin City, KS 66066
Cumulative GPA: 3.71/4.00, Cum Laude
- 05/2001 M.P.S.A. Master of Public Service and Administration
Bush School of Government and Public Service
Texas A&M University, College Station, TX 77843
Cumulative GPA: 3.87/4.00

Selected Professional Experience

Office of Educational Innovation & Evaluation
Kansas State University
2323 Anderson, Suite 220
Manhattan, KS 66502

01/2004 - Present

Project Specialist.

Conducts evaluation of university and statewide projects through data collection, quantitative and qualitative data analysis, and final reporting. Writes proposals; works with university faculty, staff, and Preawards Services; and oversees final preparation of proposals. In addition, aids in the development of proposals for ongoing work and special projects for the Office of Educational Innovation and Evaluation.

Apex Environmental Consultants, Inc.
8600 W. 110th Street Suite 120
Overland Park, KS 66210

01/2003 – 01/2004

Project Manager.

Managed individual projects primarily encompassing indoor air quality assessments. In addition, provided oversight on large commercial indoor air quality projects. Analyzed sample results and wrote technical reports identifying the potential impacts and necessary remediation procedures for each situation studied. Worked with a variety of client types including state and local governments, private companies, insurance adjusters, and homeowners.

Four County Mental Health Center
1101 Donald Ave
Independence, KS 67301

05/2002 - 01/2003

Contract position.

Responsible for providing staff support in community based services division. Coordinated time off requests and tracked sick leave, vacation, and holiday availability for approximately thirty employees. Ensured that proper paperwork was turned in for each client contact. Input employee daily logs into system. Prepared and checked expense reports on a monthly basis. Implemented new policies created for division.

TriDimension Strategies, LLC
9930 LBJ Freeway, Suite 900
Dallas, TX 75243

06/2001 - 03/2002

Policy analyst.

Conducted nonpartisan public policy development and analysis. Performed legislative history and intent analysis regarding various policy issues. In addition, conducted fiscal and trend analysis. Provided written reports to clients analyzing primary and secondary data. Analyzed current government programs to determine level of effectiveness. Clients included trade associations, lobbyists, political candidates, state agencies, private corporations, and law firms.

City of Austin – Water Conservation Division
P.O. Box 1088
Austin, TX 78767

05/2000 – 08/2000

Professional Intern

Developed a benchmarking survey to study the effectiveness of current conservation programs and gauge public interest in potential programs. Aided in the implementation of a city ordinance, i.e. Stage II water restrictions. Interacted with the public regarding rebate programs and water restrictions. Gained a working knowledge of the city's water conservation programs.

Sherwin Williams Paint Plant
1600 W. 4th Street
Coffeyville, KS 67337

05/1996 – 08/1996

05/1997 – 08/1997

Support Staff.

Performed basic administrative duties. Prepared month end accounting reports utilizing Microsoft excel. Developed database for soil remediation program that tracked locations sampled, sampling protocol, and sample results. Conducted quality control laboratory analysis on paint additives manufactured at the plant. Coordinated information regarding material safety data sheets for chemicals utilized in the manufacturing process.

Relevant Computer Skills

Microsoft Office Suite - Completed CompUSA Level I and II training courses in Microsoft Word and Excel.

Honors

George Bush Fellow, Texas A&M University

- * Recipient of Bush Fellowship, Bush School of Government and Public Service

Phi Kappa Phi, Texas A&M University

- * National Academic Honor Fraternity, All disciplines

Pi Alpha Alpha, Texas A&M University

- * National Honor Society, Public Affairs and Administration

Alpha Delta Sigma, Baker University

- * National Honor Fraternity, Invitation based on top ten percent ranking in graduating class

Memberships

Alpha Chi Omega Sorority – member 1995 - present

- * Offices held: Membership Development Chairman, Altruism Chairman, served as class representative on Chapter Relations and Standards Board, Panhellenic Council Representative

PEO Sisterhood – member 1996 - present

- * Women's organization that promotes education, community, and altruistic activities