

# Samantha Jones

## Contact

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## Education

### **Master of Arts in Social Service Administration**

2016-2018

University of Chicago, Chicago, Illinois  
Poverty & Inequality Program of Study

### **Bachelor of Arts in Special Education**

2010-2014

Boise State University, Boise, Idaho  
Summa Cum Laude, Honors College

## Relevant Experience

### *Illinois Department of Child and Family Services (IL-DCFS) Youth Housing Assistance Intern*

2017-2018 (24 hours weekly)

Monitored and evaluated housing advocacy programs, collaborated with local, state, and national organizations to develop policies, and applied for federal grants

### *Peer Mentor*

2017-Present (5-10 hours weekly)

Mentoring incoming first year A.M. candidates at University of Chicago and planning social events

### *Oak Street Health Care Manager Intern*

2016-2017 (16 hours weekly)

Worked with patients to assist with emotional well-being and provided access to community resources

### *Sustainable Bolivia Intern*

June-July, 2015 (30 hours weekly)

Provided care and education for at-risk youth with incarcerated guardians in urban Cochabamba, Bolivia

### *Gigi's Playhouse*

2014-2016 (6 hours monthly)

Worked with youth and adults with Down Syndrome to provide socialization opportunities



## Accomplishments

Nominee for the Solomon O. Lichter award

Recognizes graduating Master's students for outstanding scholarship and professional leadership

Chicago CoC and DCFS Cross-Training: Meeting the Needs of Homeless Youth Coordinator

University of Chicago SSA Merit Scholarship

Special Education Department Scholarship

## Employment

### **University Of Chicago**

#### **Division of Humanities**

2017 | Chicago, IL

##### *Grant Financial Assistant*

Worked with the Grants and Finances Department on a \$1.9 million grant

Balanced budgets, transferred payments, created expense reports, and approved reimbursements

**Skills Learned:** Excel competence, budget/money management, e-payment databases and systems, and attention to detail

### **University Of Chicago**

#### **Harris School of Public Policy**

2017 | Chicago, IL

##### *Research Assistant*

Contributed to study focused on evaluating correlation between teacher quality and student success

Analyzed videos through a closed coding system to gather data

**Skills Learned:** Attention to detail, critical thinking, video coding, time on task, and collaborating remotely

### **Des Moines**

#### **Public Schools**

2014-2016 | Des Moines, IA

##### *Special Educator*

Created and implemented Individualized Education

Plans (IEPs) and group lesson plans

Scheduled and ran small groups for students with disabilities

**Skills Learned:** Leadership, collaboration techniques, school district laws and procedures, and crisis prevention/reaction methods

### **Developmental**

#### **Concepts, Inc.**

2011-2012 | Boise, ID

##### *Developmental Technician*

Worked one-on-one with child, youth, and adult participants with cognitive impairments

Promoted independent lifestyles for participants

**Skills Learned:** Client confidentiality, family-participant interactions, recording relevant data, managing intricacies of specific disabilities

## Related Coursework

10 week course in substance use

10 week course in data analysis and statistics

10 week course in Family Systems theory

10 week course in financial management in non-profit organizations  
Poverty and Inequality program of study graduate