

MONICA MOORE
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EDUCATION

University of Chicago, School of Social Service Administration (SSA)
Master of Arts in Social Service Administration

June 2019
Chicago, IL

Relevant Coursework: Data for Policy Analysis and Management; Research and Evaluation: Programs and Policies; Organizational Theory and Analysis for Human Services; Economics for Social Welfare; Participatory Research: Exploration and Application of Action Research Models for Social Work Practice.

Rochester Institute of Technology (RIT)
Bachelor of Science in International and Global Studies

December 2014
Rochester, NY

RESEARCH INTERESTS

Adolescent development; Extended learning opportunities; Racial disparities in education; Transition-age youth; Youth participatory action research.

RESEARCH & EVALUATION

October 2018
—August 2019

Evaluation and Quality Improvement Intern
Youth Guidance

Analyzed data from various sources, including internal client data system, external reporting systems, and other internal and external data for the purpose of evaluation, outcome reporting, deliverables monitoring, and goal setting. Worked with agency staff to integrate evaluation results in program planning. Aligned and integrate evaluation processes with other department projects and agency objectives. Prepared written reports to share evaluation findings with internal and external stakeholders.

June 2018—
August 2018

External Assessor
After School Matters

Scheduled and observed 15 teen programs using the Youth Program Quality Assessment (YPQA). Received reliability training, resulting in endorsement from the Weikart Center for Youth Program Quality as a reliable assessor. Entered detailed observation data and scores into Cityspan. Completed observation feedback forms.

October 2017
—June 2018

Graduate Intern
St. Sabina Employment Resource Center

Designed and conducted a qualitative internal evaluation of youth employment program in order to understand retention trends. Developed curriculum for Job Club and Peer Advisory Council. Maintained participant files, including confidential documentation.

Created and managed excel spreadsheets to track 254 youth employment program participants.

YOUTH DEVELOPMENT

- April 2014—
August 2017 **Instructor**
After School Matters
Designed and implemented curriculum for three ongoing pilot programs: Peoples' Gas Youth Ambassadors Leadership Council (2015); Youth Ambassadors Leadership Council (2015-17); Underwater Robotics (2016-17); CHOICES Robotics (2014, 17). Directly instructed and mentored over 100 teens. Provided leadership and professional development to high school students.
- January 2014
—August 2018 **Mentor**
Agape Werks
Designed teen youth council. Mentored students in wide-ranging maker projects. Coached high school robotics team on awards submission preparation, peer mentorship, LabVIEW programming, and engineering principles.

ADDITIONAL RELEVANT EXPERIENCE

- January 2018—
September 2018 **Dean of Students Office Assistant**
University of Chicago, School of Social Service Administration
Maintained confidential student files. Responded to phone calls and walk-in visitors, directing them to the appropriate contact. Assisted with special projects including database management and flyer creation.
- August 2016
—June 2017 **Family and Community Engagement Associate**
Chicago Public Schools
Provided support to Chicago Public Schools in achieving Title 1 compliance. Drafted donor solicitation and thank-you letters to local businesses. Helped prepare Parent University centers throughout Chicago.
- April 2014—
August 2017 **Production Team Member**
Chicago Southside Mini Maker Faire
Assisted with exhibitor recruitment efforts. Coordinated exhibitor communications. Organized and trained volunteers to assist exhibitors with day-of logistic needs. Coordinated and managed updates to social media platforms and blog. Designed digital and printed assets.

GRANTS, AWARDS, AND HONORS

- June 2019 **Student Leadership and Recognition Award**
University of Chicago, Graduate Council

Awarded to student leaders in recognition of their work to better graduate student life on campus. Amount: \$500

- June 2019 **Excellence in Field Education Award**
University of Chicago, School of Social Service Administration
Awarded to a second-year Master's student for exemplary contribution in their concentration of fieldwork. Amount: \$200
- May 2018 **Lynn Merit Scholarship**
University of Chicago, School of Social Service Administration
Amount: \$10,926
- May 2018 **SSA Scholarship**
University of Chicago, School of Service Administration
Amount: \$9,974
- May 2018 **Wilma Walker Honor Award (nominee)**
University of Chicago, School of Social Service Administration
Awarded to a first-year Master's student for outstanding work in the first year and promise of future achievement in social work.
- April 2017 **Faculty Leadership Promise Award**
University of Chicago, School of Social Service Administration
Amount: \$15,000
- May 2017 **Tuition Scholarship**
University of Chicago, School of Social Service Administration
Amount: \$5,900

SERVICE

- 2019 – Present **Special Guest Reviewer, Editorial Board**
Journal of Social Service Research
- 2019 – Present **Fried Public Policy & Service Program, Mentor**
Harris School of Public Policy and the School of Social Service Administration, University of Chicago
- 2019 – Present **Leaders of Color Mentor**
Institute of Politics, University of Chicago
- 2018 – 2019 **Student Government Association, Vice President**
School of Social Service Administration, University of Chicago
- 2018 – 2019 **Graduate Diversity Ambassador**
UChicago GRAD, University of Chicago
- 2017 – 2019 **Black Student Association, President**
School of Social Service Administration, University of Chicago

PROFESSIONAL MEMBERSHIPS

Society for Social Work and Research
Delta Sigma Theta Sorority, Inc.
Sigma Iota Rho, National Honors Society for International Studies

SKILLS AND QUALIFICATIONS

Skills: Project Management, Data Analysis, Data Visualization

Software: Microsoft Office Suite (Access, Excel, Power Point, Publisher, Word), R, Tableau, LabVIEW, Adobe Illustrator