James C. Kinyanjui

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**Value Statement**

I strive to achieve the highest standard possible, at any given task. I possess excellent communication skills and I have the ability and experience to relate to a wide range of people. I am focused, dependable and consistent in my work. I am a team player; always ready to exchange ideas and apply professional excellence in my assignments and projects.

**Education**

**Master of Arts, Public Policy and Economic and Community Development**,

Humphrey School of Public Affairs, University of Minnesota, Minneapolis, United States - 2016

**Bachelor of Arts, International Relations and Development Studies**

School of Humanities, United States International University (USIU-A), Nairobi, Kenya - 2014

**Experience**

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| August 2016 – November 2016: Election Service Specialist, City of Minneapolis * Serve as an election Judge data specialist, Minneapolis Election Primaries to enhance training for future election judges, guide staffing of precincts & enhance ease of voting experience in future elections.
* Coordinate, monitor and manage absentee voting, City of Minneapolis General election, to facilitate early voting process.
* Track and process online absentee ballot applications (approximately 300 applicants daily), review completeness and provide correspondence.
* Work with election officials to enhance checks and balances in quality control of mailed absentee applications and transferred ballots to achieve error free system.
* Collaborate with other election officials to audit and report daily statistics to update records.
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| March to July 2016 - Legislative Intern, Minnesota House of Representatives * Research bill progress in the legislative process and draft responses to constituents to accurately communicate house member’s views and update.
* Managed information and data to support administrative coordination during house floor and caucus sessions.
* Provide briefs to legislative assistants, to manage feedback to representatives on relevant media issues.
* Worked on campaign planning in mapping wards and precincts to identify efficient canvassing networks with a focus on low election turnout areas.
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| January to May 2016 - Project Consultant, Hennepin County Office to End Homelessness, Minneapolis* Conduct a Quantitative analysis to apply the new United States Department Housing and Urban Development (HUD) definition of Chronic Homelessness to Hennepin County Public Shelter Data 2004-2014.
* Analyzed and reported estimate number of Individuals chronically homeless to show changes in population over selected time frame.
* Analyzed the demographics, patterns and trends of the chronic homeless in relation to public service use.
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| September to December 2015 - Project Consultant, Companions for Children Minot, North Dakota. * Designed Program Evaluation Plan to develop program evaluation capacity.
* Reviewed project outcomes and designed theory of change-logic model to analyze system activities in relation to program objectives.
* Designed a program evaluation plan with data sources and analysis strategies to enable monitor progress towards goals and communicate progress.
* Collaboratively designed a quantitative/qualitative data collection tool to facilitate participation and measurement of outcomes.
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**Selected Presentations**

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| Humphrey School of Public Affairs Capstone Project Spring 2016, Analyzing Single Adults Chronic Homelessness in Hennepin County with data form MAXIS and MMIS- 2004 to 2014. Companions for Children Evaluation Plan: One-to-one mentorship program Minot, North Dakota. |

**Community Engagement**

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| September 2014 to Present - Volunteering at Inner City Church of Minneapolis. * Participate in street and community outreach to give winter clothes, serve hot meals, and assistance the poor and Homeless in South and North Minneapolis.
* Participate and collaborate with community leaders in community awareness campaigns against violence and racism.
* Participate on a weekly basis, in community center clean up and organization.
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