

# Manny Mastodon

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## ADMINISTRATIVE EXPERIENCE

**Indiana University** *Director, Mike Downs Center for Indiana Politics, June 20xx - present*

**Purdue University**

**Fort Wayne**

- Develop a three-year start-up and growth plan
- Raise funds to support operations
- Supervise all project and conduct scholarly research
- Speak with groups and classes
- Serve as a resource for media and speak with the media
- Coordinate the American Democracy Project on the IPFW campus

**City of Fort Wayne** *Chief of Staff, January 20xx - May 20xx.*

- Established policy, prioritized initiatives, tracked projects
- Liaison to City Council and state and federal lobbyists
- Represented Mayor at events

*Director of Public Information, December 20xx - May 20xx.*

- Developed media plan for communicating with the public
- Directed and Supervised Public Information Officers
- Acted as a spokesperson to the media

*Human Resources Manager, July 20xx - November 20xx.*

- Oversaw outsourced human resources operations
- Presented policy and procedure manual changes to City Council
- Negotiated labor contract with International Association of Firefighters (IAFF)

*Director of the Division of Community and Economic Development, April 20xx - July 20xx.*

- Oversaw 6 departments and budgets over \$4,500,000
- Established and set priorities for Division
- Restructured division

**Allen County  
Election Board**

*Vice President, February 20xx - present*

- Oversaw the administration of elections in Allen County
- Trained precinct workers in election day procedures

- Graham Richard  
for Mayor**      *Campaign Manager*, January 1999 - January 20xx
- Developed campaign strategy, track progress toward campaign goal, track progress toward campaign fundraising goals
  - Approved campaign expenditures, coordinate the activities of contractors (pollster, media consultants, direct mail provider, etc.)
  - Coordinated volunteer activities, hire and supervise campaign workers

- Indiana Department  
Of Workforce  
Development**      *Development Specialist*, July 1998 - January 1999.
- Met with area businesses to market DWD resources
  - Acted as an liaise between area businesses and DWD
  - Worked with Indiana Department of Commerce on business attraction / retention packages

- Fort Wayne  
Newspapers, Inc.**      *Market Research Manager*, 1993
- Oversaw Major Market Study, dissemination of Major Market Study results
  - Managed budget and personnel

- Social Science  
Research Center**      *Lab Manager*, Ball State University, 1992
- Trained and supervise interviewers for Social Science Research Center
  - Trained and supervise technical support personnel of the Sociology-Based Computer Competency lab

## **RESEARCH EXPERIENCE**

Training program evaluations  
Internal customer satisfaction studies for Fort Wayne Newspapers and City of Fort Wayne  
Public opinion and tracking polls for political candidates  
Feasibility studies for regional bank  
Middletown Area Survey at Ball State University  
Library research for professors at Ball State University and University of Notre Dame  
Survey on education for the Fort Wayne *News Sentinel*  
Fort Wayne Newspapers, Inc. Major Market Study requests for information/analysis  
County demographic analyses for Step Ahead / First Steps needs assessments  
Secondary data analysis for various reports  
Community Development Area Plan survey

## **TEACHING EXPERIENCE (first and last semesters included)**

Principles of Sociology: Indiana University-Purdue University Fort Wayne, Department of Sociology, Fall 1993, Fall 1996, Fall 20xx  
Voting, Elections, and Public Opinion: Indiana University-Purdue University Fort Wayne, Department of Political Science, Spring 1996  
Introduction to Sociology: Ivy Tech State College, Summer 1996

## **EDUCATION**

PhD, 20xx: Sociology, University of Notre Dame,  
Dissertation: "Forecasting Mayoral Election Outcomes in Indiana"  
Areas of Specialization: political sociology and research methods and statistics  
MPA, 1993: Public Management/Public Policy, Indiana University-Purdue University Fort Wayne  
MA, 1992: Sociology, Ball State University  
BA, 1991: Sociology, Indiana University-Purdue University Fort Wayne

## **PROFESSIONAL PUBLICATIONS/MEETING PARTICIPATION**

"Avoiding Ideological and Political Bias" Panel Discussion, American Democracy Project  
National Meeting, 20xx  
"Building Media Partnerships To Promote Civic Engagement" Discussion Leader, American  
Democracy Project National Meeting, 20xx  
"Election Reform," Panel Discussion, Indiana Political Science Association, 20xx  
"Challenges to Promoting Student Civic Engagement: Avoiding Ideological and Political Bias"  
Panel Discussion, American Democracy Project National Meeting, 20xx  
"Government Consolidation," Panel Discussion, Indiana Political Science Association, 20xx  
"What is an Effective Job Search Strategy," Presenter, Indiana Sociological Practice  
Association, 1995

## **BOARDS AND COMMISSIONS**

Board of Zoning Appeals, 20xx - present  
Common Cause Indiana, 20xx - present  
Drug and Alcohol Consortium, 20xx - present  
Central City Housing Trust, 20xx- 20xx  
City TV Editorial Board, 20xx – 20xx  
Community Service Council, 20xx – 20xx  
Housing and Neighborhood Development Services, 20xx – 20xx  
Internal Audit Committee Member, 20xx – 20xx

## **AWARDS**

University of Notre Dame, scholarship and graduate assistantship, 1994 - 1998  
Ball State University, scholarship and graduate assistantship, 1991 - 1992  
Indiana University-Purdue University Fort Wayne, Excellence in Sociology, 1990 and 1991