

**Cedric Coates**  
**6025 Ferncreek Drive**  
**Jackson, MS 39211**  
**(769)257-3733**

**ACHIEVEMENT:**

- 3<sup>rd</sup> place, JSU Public Policy Student Symposium-2015 Spring, MPPA division.

**PUBLICATION:**

- Coates, C. 2016. Challenges in securing financial resources on aging infrastructure in Jackson, Mississippi. Online Journal of Rural and Urban Research (Under review)
- Coates, C. 2015. Guest Column: Can Jackson bounce back? The Clarion-Ledger, Jackson, MS, December 23.

**EDUCATION:**

**Master in Public Policy and Administration Student**

School of Public Policy  
Department of Public Policy and Admin  
Jackson State University, Jackson, MS  
Expected Graduation Date: May 2016

**Bachelor of Art**

School of Social Science  
Jackson State University, Jackson, MS  
Major: Political Science  
Degree Obtain: May 2013

**EXPERIENCE:**

Mississippi Department of Employment Security  
**Customer Service Representative**

**April 2015-Present**

- Assist claimants in filing a claim for unemployment insurance benefit
- Assist claimants with filing for their weekly certifications
- Inform applicants of their eligibility for unemployment benefits
- Analyze wages displayed on a quarterly basis
- Attend regular and weekly meeting to discuss new rules and regulations

City of Jackson/Department of Administration  
**Administration Assistance Intern**

**February 2015-April 2015**

- Attend Quarterly Department Budget Hearing with city department heads
- Attend Public Hearing with the City Council with Director of Administrations
- Assisted in revising Policy Handbook in Administration to meeting new State guidelines
- Created flow charts to insure step by step procedures for department to follow
- Acquired Budget Analyst Knowledge in balancing departmental budgets

Jackson Public School  
**Substitute Teacher**

**September 2013-Present**

- Implement teacher lesson plans
- Assign student class work and homework
- Maintain classroom control and discipline
- Complete a daily report or evaluation to communicate any pertinent information resulting from the day's event

Hinds County Sheriff Dept.

**September 2011-April 2013**

***Booking Officer***

- Accepted detainees from all County Law officers charged with a criminal charge to be put in custody until seen by a municipal judge and County Court Judges.
- Searched their bodies for any foreign objects that might be harmful for the jail and other inmates.
- Booked in detainees and put in the computer his or her charges.
- Fingerprinted the charged person for the ID Dept.
- Transported the detainee to the Raymond Detention to be held for Bonding or Judicial purposes.

Hinds County Justice Court

**July 2005-September 2011**

***Civil Court Processor***

- Handled all small claim suits filed by plaintiffs for monetary claims.
- Filed criminal charges brought plaintiffs
- Made out peace bond
- Pulled files for daily court activities
- Assisted Justice Court Judges, assisted in Drug Court
- Assisted the public in advising in filing forms for court
- Filed appeals for circuit court.

Ms House of Representative

***Assistant Sergeant at Arms***

- Maintain order and decorum in the legislature
- Kept order during committee meetings
- Assisted house members on day to day functions
- Kept up with calendars events and meeting
- Engaged the lobbyist and public on legislative assignments
- Secured all doors and offices

Ms State Senate

***Senior Page***

- Supervised high students
- Help to distribute copies of bills to entire senate body
- Toured pages at Governor's Mansion and the Old Capital Building
- Assisted in Committee meetings
- Assisted the Senators in day to day functions

**MEMBERSHIP:**

Presidents List, Inducted into National Political Science Honor's Society, Cum Laude, Mr. Pre-law, Parliamentary for Political Science Club, Member of Pre-Law Club, President of COGIC Club, Member of Public Policy and Administration Association (MPPA)

**References**

Available upon request