

# ROBERT SMITH

## Associate Legislative Intern

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Legislative Intern at a national facilities maintenance company, attempting to enter the legal field. Background in politics and education has prepared for the critical thinking necessary to tackle complex problems. Interested in labor/employment law but open to any relevant experience, considering law school at some point but would prefer to have worked at a law firm first.

### CORE COMPETENCIES

Microsoft Office, Management.

### PROFESSIONAL EXPERIENCE

#### Associate Legislative Intern

**ABC Corporation - June 2012 – August 2012**

##### Key Deliverables:

- Answered and rolled calls for constituents of the Senator, as well as VIP callers.
- Provided tours of the capitol building, senate office buildings for the Senators visitors.
- Received and organized mail.
- Attended meetings, legislative hearings, and sessions of Congress to assist the Senators staffers.
- Took detailed notes and wrote memos.
- Efficiently ran errands for legislators and assistants.
- Researched legislation and became knowledgeable and well versed in complex issues.

#### Legislative Intern

**Delta Corporation - 2007 – 2012**

##### Key Deliverables:

- Intern CMS Constituent service Policy Research Texas HDCC Van Ethics filing Candidate Communication.
- Attended constituent briefings on topics including immigration reform, veterans, etc.
- Transcribed cyber security foreign intelligence speeches Responded to constituent inquiries ranging from gun control to healthcare queries Edited .
- Support legislators with bill analysis and tracking, spot and in-depth research, drafting of news releases and speeches, liaison work, and .
- Analyzed legislation, attended committee hearings, and created legal assessments Helped to coauthor drafts of bills and amendments in property tax .
- Perform legislative and general research Prepare for and assist with conferences, hearings and committee meetings Maintain research files Track .

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- Legislative Intern Researched civil rights, environmental issues, and healthcare issues for Legislative Aides and Correspondents Attended briefings .

### EDUCATION

Bachelor of Arts in Radio & Film/Public Policy - (Syracuse University - Syracuse, NY)

