

Robert Smith

Legislative Intern II

PERSONAL STATEMENT

To begins a career in a Legislative Intern position that allows me to use an understanding of economic models, strong research and analytical skills, and previous experience in the public sector to thrive and grow in a team environment where results matter.

WORK EXPERIENCE

Legislative Intern II

Office Of Congressman Ami Bera, MD - October 2014 - 2020

Responsibilities:

- Drafts research memos on legislative issues, including Ebola, Isis, immigration reform, education, and the Affordable Care Act.
- Researches legislative concerns expressed in constituent letters and draft responses to these letters.
- Logs constituent phone calls, letters, and e-mails into the Fireside21 database.
- Assembles daily press clippings on Congressman Bera from local newspapers and magazines and log into database.
- Greets and receives constituents and other visitors as they leave and enter the district office.
- Directs events at the pre-election rally and provided support to the headlining candidates.
- Assists in facilitating and documenting weekly meetings with field representatives in the district office.

Legislative Intern

Delta Corporation - 2012 - 2014

Responsibilities:

- Attended Congressional hearings and reported proceedings to appropriate staffer Wrote commendations honoring individuals and events from the .
- Researched, reported, and presented to commissioners and the public on an array of womens issues pertaining to pay equity, domestic violence, and .
- Summarized information from legislative committee meetings; drafted articles; researched, synthesized, and edited numerous bills to conform to client .
- PRO BONO LEGAL EXPERIENCE.
- Researched, drafted and analyzed legislation for State Representative Scott Hochberg during the 82nd Legislative Session.
- Lobbied other legislative offices and interest groups to support Representative Hochbergs policies Represented the office as a main point of contact .
- Researched issues and drafted correspondence to constituents, lobbyist, and community organizations within the 1st Legislative District of Detroit, MI.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Public Speaking, Public
Relations, Fundraising.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

Bachelor of Arts in Communications Studies - (California State University - Northridge, CA)