

ROBERT SMITH

Legislative Intern I

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Exceptional verbal and written communication skills; persuasive communicator; critical thinker, capable of in-depth analysis; Detail-oriented administrator, with exceptional organization and creative abilities.

EXPERIENCE

Legislative Intern I

Michigan House Of Representatives - JANUARY 2016 - 2020

- Performed policy research and analysis in support of Representatives policy positions.
- Developed content and drafted constituent correspondence for Representatives signature.
- Managed numerous administrative aspects of House office.
- Developed citizen relations/community rapport for Representative by addressing issues critical to the constituent base.
- Responsible for responding to constituent telephone inquiries.
- Effectively managed schedules and appointments for key personnel.
- Responsible for an active team member with collaborative skills.

Legislative Intern

Delta Corporation - 2013 - 2016

- to Executive Assistant Texas House of Representatives, Duties included Analyzing and drafting Legislation, including 1995 law implementing the use of .
- This constituted issuing press releases, granting and arranging interviews, holding press conferences and working with the Capitol press corps (media .
- Researched ideas for new legislation; worked alongside legislators to promote bills Drafted, and proofread legislative documents; wrote press releases.
- Research analyst of Arkansas State and Federal Laws for casework and public policy.
- Successfully compiled and maintained casework materials and extensive filing for presentation of policy and public issues.
- Successfully completed file migration of open and closed casework update for senior veterans department officer.
- This is Dummy Description data, Replace with job description relevant to your current role.



EDUCATION

- BA with Honors in Political Science - 2012(Michigan State University - East Lansing, MI)

SKILLS

Microsoft Office Suite, Consituent Relations, Scheduling, Policy Analysis.