

Robert Smith

Lead Legislative Intern

PERSONAL STATEMENT

Highly motivated, solution-focused legal services professional with diverse experience in various industries seeking a legal career. Outstanding organizational and administrative skills and the ability to prioritize and manage multiple projects without compromising quality.

WORK EXPERIENCE

Lead Legislative Intern

ABC Corporation - April 2009 - July 2010

Responsibilities:

- Monitors legislation and provide analysis to the representative and staff.
- Represents the office in meetings with stakeholders and constituents.
- Conducts policy analysis.
- Assists in researching and responding to correspondence.
- Regularly seeks out public policy innovations.
- Assists in administrative duties.
- Assisted with the supervision, training and delegation of tasks to high-school interns.

Legislative Intern

Delta Corporation - 2006 - 2009

Responsibilities:

- Attend community events on behalf of the Senator, including public speaking and presenting certificates of recognition.
- Events include RM Levy Water Treatment Plant 50 th anniversary, Julian Apple Days Festival, and Senator Joel Andersons community coffee Assist in .
- Attended congressional hearings and drafted memos for staffers Led tours of the Capitol for constituents and guests of the Senator.
- DC Attended committees and hearings while composing memos for legislative assistants Researched legislation using congressional research websites and .
- Monitor California legislation on behalf of environmental clients and perform actions to either help bills get signed into law or to stop them from .
- Daily responsibilities include Writing newsletters, notices and reports for clients regarding legislative updates and state agency activity; writing .
- Managed and referred constituent inquiries Expedited papers and researched topics on behalf of constituents Organized and planned community health .

Education

Bachelor of Arts in Political Science - August 2008(Texas State University - San Marcos, TX)

CONTACT DETAILS

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

SKILLS

Research, Writing,
Editing, Analytics,
Organization.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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