

Robert Smith

Legislative Intern

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

Excellent legal and legislative research, analysis, and writing skills. Both litigation and transactional experience. Wendy first began her legal career working as a judicial intern for the Honorable C.

SKILLS

Microsoft Office, Mac, Direct Mail, Twitter, Facebook, Instagram, LinkedIn.

WORK EXPERIENCE

Legislative Intern

ABC Corporation - September 2014 – November 2014

- Conducted legal and legislative research on issues relating to the Establishment Clause of the First Amendment.
- Tracked proposed legislation, and analyzed bills and statutes, including the Child Welfare Inclusion Bill.
- Prepared action alerts to constituents.
- Drafted policy comments to HHS regarding the Proposed Rules on Certain Preventive Services under the Affordable Care Act in light of Hobby Lobby & Wheaton College rulings by the Supreme Court.
- Prepared final correspondence, reports and other documents.
- Proposed solutions based on research and data analysis.
- Regularly performed research, gathered evidence, and presented findings in comprehensive papers used by management.

Legislative Intern

Delta Corporation - 2010 – 2014

- Honorable Richard E.
- Hammel Act as intermediary between legislative staff and constituent relations.
- Draft memos and tributes for legislative approval.
- Monitor and report on current legislation.
- Working with constituents, conducting community outreach efforts, assisting community-based organizations, organizing events, database development .
- Performed general non-partisan legislative office duties; summarized bills and amendments for legislator use.
- worked for Representatives Anderson, Fitzgibbon, and McCoy.

EDUCATION

J.D. in International Law Society - (The George Washington University Law School)