

ROBERT SMITH

Asst. Legislative Intern

info@qwikresume.com | <https://Qwikresume.com>

To further a career in a fast-paced sales environment while creating both personal and business value.

JUNE 2012 - OCTOBER 2012

ASST. LEGISLATIVE INTERN - ABC CORPORATION

- Written a memorandum for Senator Murray that uploaded on the Senators iPad on global affairs.
- Provided through written summaries on current international events, as well as abstracts of briefings on various topics.
- Monitored constituent questions, comments, and concerns and reported to the Senator.
- Collaborated with the legislative aide who handled taxes, immigration, and trade.
- Monitored and devised responses to constituent concerns.
- Collaborated grant writing that requested \$20 million over a 5-year period for nonprofits in the state of WA.
- Corresponded with congressional liaisons within federal agencies on behalf of the Senator in order to assist constituents in resolving various cases.

2007 - 2012

LEGISLATIVE INTERN - DELTA CORPORATION

- Legislative Intern for the Albany office of Assemblywoman Latoya Joyner of the 77th District of New York State.
- Organized meetings with constituents, and various interest groups from New York City.
- Attended caucus meetings and assisted with the Assemblywoman during assembly sessions.
- Researched and wrote reports concerning various bills that were to be voted on during session.
- Followed and helped maintain correspondence for constituent services Independently worked on various projects, including legislative research .
- Reviewed the Washington State legislative public policies and processes based on budget, regulations, and other factors.
- Answered multi-line telephone correspondence from constituents Scheduled activities for the Representative Responded to constituent letters Assisted .

EDUCATION

Bachelor's in Government - (Eastern Washington University - Cheney, WA)

SKILLS

MS Office, Management.