

ROBERT SMITH

Jr. Legislative Intern

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Interested in voting and election systems. Fascinated with the election process since a young age and slowly realizing dream through education and work goals. During master's education, taught program evaluation methods by experts in the field. Furthermore, additional course work specifically focused on data analysis has helped me tremendously.

SKILLS

Customer Service, Department of Transportation Regulations.

WORK EXPERIENCE

Jr. Legislative Intern

ABC Corporation - January 2015 – May 2015

- Conducted legislative research on potential topics to introduce as legislation.
- Interpreted and analyzed data.
- Attended committee hearings and legislative meetings.
- Advised constituent callers on governmental services and political issues.
- Maintained constituents data base.
- India Lackey, Tracked legislation.
- Prepared letters, resolutions, talking points, press releases and newsletters.

Legislative Intern

Delta Corporation - 2013 – 2015

- o Worked with constituents to help solve problems, researched laws for the Legislator and other staff members, managing the Representatives calendar,.
- Received official citation from Secretary of State, Denise Merrill, for providing assistance to Senator Edward Meyers (District 12).
- Responsible for constituent correspondence, organizing public hearings for the Environment Committee, conducting research and generating detailed .
- Conducted legislative research and prepared memos on topics including economic development, finance, real estate, taxes, and transportation.
- Attended policy briefings representing Senator Isaksons office, then prepared thorough briefs for the Senator and his aides.
- Drafted materials for the Senators committee hearings, including witness information and possible questions.
- Researched laws and regulatory issues impacting clients and the Michigan Legislature Drafted memos updating attorneys on Legislative Committees on .

SCHOLASTICS

- Bachelor of Arts in Political Science - (Tennessee State University - Nashville, TN)