

ROBERT SMITH

Sr. Legislative Intern

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Dedicated transportation and logistics professional with experience in container shipping, rail, trucking, and customer account management.

CORE COMPETENCIES

Strategic Communication, Community Outreach, Legislative Relations.

PROFESSIONAL EXPERIENCE

Sr. Legislative Intern

ABC Corporation - January 2014 – May 2014

Key Deliverables:

- Handled Constituent calls according to the offices protocol.
- Worked with the offices Correspondence Management System also known as (CMS).
- Created two groups in this system both with over 90 individuals each.
- Assigned to do their research and assist the Chair on anything needed, this committee works with organizations.
- Responsible for administrative work and record-keeping documents.
- Dealt with sensitive information.
- Attended public events on behave of the Senator with Staff and at times dealt with the local media.

Legislative Intern

Delta Corporation - 2010 – 2014

Key Deliverables:

- Responsible for legislative research, constituent correspondence, working with government agencies, aiding in district office programs and .
- Attended California State Senate Sessions and sub-committees to track bill progress and amendments and synthesized the information into briefings for .
- Responsible for daily constituent correspondence on behalf of the State Representative Handled daily briefings by attending committee meetings and .
- Aide Maryland State Delegate James E.
- Malone and his staff Reply to constituent inquiries and requests Offer assistance to Environmental Matters Committee Draft mailings to constituents.
- Conducted research and assisted legislative staffers with projects and bills in the 112th Congress.
- Attended committee hearings and briefings and wrote memos regarding key issues mostly the economy.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

© This [Free Resume Template](#) is the copyright of Qwikresume.com. [Usage Guidelines](#)

ROBERT SMITH

Sr. Legislative Intern

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Bachelor of Arts in Political Science and Spanish - (The University of Texas at El Paso - El Paso, TX)