

Objective

To secure employment in an organization best utilize talents and experience for the betterment of the community.

Skills

Management, MS Office.

Work Experience

Legislative Intern III

ABC Corporation - January 2011 – May 2011

- Assisted the legislators and their support staff at the Senate and House of Representatives during the regular session of the Florida State Legislature from January through May.
- Conducted research, writing summaries of bills, attending committee hearings, presenting bills in committees and caucus, preparing amendments and communicating with legislators, liaisons of state agencies, lobbyists, constituents and members of the general public.
- Supervised by the Legislative Internship Coordinator.
- Desired to learn the legislative process through hands-on experience.
- Completed and updated weekly news articles about the legislative session and Representative.
- Assisted the Representative by handling Administrative duties of ie answering phones, scheduling daily appointments, emails, Letters, etc.
- Worked directly with Representative and obtained redistricting knowledge and process, bill passage process, Political fundraising process, and more.

Legislative Intern

Delta Corporation - 2008 – 2011

- Attended Congressional hearings, NGO events, and receptions; prepared summaries and reported to management Strategized with fellow interns to manage .
- May 2014-August 2014 Legislative Intern Administered tours of Capitol Hill to constituent visitors Fielded constituent concerns and relayed them to .
- Attended county authority meetings and senatorial advisory committee meetings on children and youth, urban affairs, and local business development .
- Employed a Constituent Tracking System and Voter Information System to assist with constituent services.
- Maintained legal and voter databases January 2014 - March 2015 Conducted legal research on various bills and legislative topics.
- Assisted Legislative staff with research, office work and constituent services Staffed Senate Foreign Relations committee events Reported on .
- constituents and excess visitors from other offices.

Education

Bachelors of Science in History - August 2007(Florida Agricultural and Mechanical University - Tallahassee, FL)