

Jeremy Akins

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jeremyakins.com

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Education

09/2010 to **University of Oregon** - Eugene, OR

06/2013 B.S., Political Science
Minor: Music

GPA: 2.9 (Major GPA: 3.2)

Activities: Study Abroad - Athens, Greece 2012

Employment History

7/2012 to **Senator Ron Wyden** - Eugene, OR

05/2013 **Title: Intern**

Supervisor: Juine Chada

Contact Phone: 541-431-0229

I assisted the Field Representative with a wide variety of duties. I compiled reports, conducted web research, monitored media outlets in our field area, assisted with social media outreach, coordinated town hall meetings and press events with a team of others and I assisted my supervisor with research and communication for a wide variety of federal, local, and county issues.

Skills Used:

- Public Communication
- Qualitative Analysis
- Web Research
- Data Entry
- Writing, proofreading, editing
- Filing Sensitive Materials
- Planning Events, business visits, town halls
- Drafting Memos
- Administrative Tasks: Copying, Scanning, Mail Delivery, Answering Phones, Messages

4/2010 to **Senator Jeff Merkley** - Medford, OR

9/2010 **Title: Intern**

Supervisor: Amy Amerhein

Contact Phone: 541-608-9102

I assisted the Field Representative with administrative duties including compiling reports, data entry, conducting web research, organized files, and organized county payments on Microsoft Excel

1/2009 to **Stripe Marketing** - Ashland, OR

6/2009 **Title: Intern**

Supervisor: Clint Bowers

Contact Phone: 503-910-6558

I assisted with Audio Editing, Market Research, Data Entry, Communication, and Strategy Development for the company.

11/2006 to **State of Alaska Department of Health and Human Services** - Juneau, AK

7/2007 **Title: Student Intern (IT department)**

Supervisor: Moriah Newport

I worked at the help desk for State employees. I installed and removed hard drives, RAM, installed printers, configured networks, installed operating systems, assisted with tech support calls and assisted with trouble shooting for computer hardware, Windows OS, and networks.

Skills Used:

- PC Installation and Repair
- Network Configuration
- IT Customer Service Support
- Windows OS Installation and Support