

Your Name

Email | Phone Number | LinkedIn

University of Central Florida

Orlando, FL

Bachelor of Arts, Public Administration

- Concentration: Public Policy
- GPA: 3.43
- Relevant Coursework: Contemporary Issues in Public Administration; Media, Citizenship & Public Policy; Comparative Public Policy; Civil Rights Law & Policy

RELATED EXPERIENCE

Council on Foreign Relations

Washington, DC

Research & Special Assistant Intern

June 20XX - August 20XX

- Researched specific areas such as human rights, foreign aid, economic development as requested by the director of studies, for articles, speeches, and other publications.
- Drafted, edited, proofread, and fact-checked written material, including director of Studies' talking points, blog posts, memos, and correspondence.
- Coordinated events, including preparing invitations, travel arrangements, corresponding with speakers and presiders, helping to prepare background papers and materials for distribution, and providing other logistical support.
- Provided administrative support to the director of studies, including scheduling appointments, handling phone calls and drafting correspondence, travel arrangements, and responding to requests for information

Florida House of Representatives

Tallahassee, FL

Legislative Fellow

January 20XX - May 20XX

- Investigated the status Analyzed early childhood education and full-day kindergarten initiatives
- Prepared policy briefings on the use of DNA to overturn wrongful convictions
- Learned about the important roles that public advocates and community organizations play in impacting legislation

Resources for Human Development

Orlando, FL

Political Advocacy Internship

June 20XX - August 20XX

- Advocated for client populations through various strategies (letter writing, phone campaigns, lobbying) at both local and state level
- Planned events for over **200** attendees to increase awareness of organization's mission and raise funds
- Researched community resources and evaluated potential partnerships to best serve underrepresented populations
- Advised management on use of social media to raise awareness

ACTIVITIES/LEADERSHIP

Student Government Association

Orlando, FL

Governmental Affairs Committee Senator

September 20XX - Present

- Participate in a variety of activities to increase on-campus political engagement and open discussion with local and state elected officials
- Travel to Tallahassee to discuss university and student concerns with representatives of State of Florida Government

Project CHANGE

Orlando, FL

Secretary

February 20XX - Present

- Attend all meetings and record accurate notes and attendance, as well as coordinate all club correspondence (meeting summaries, thank you/congratulatory notes, responses to external requests for information)
- Participate in various community service programs, including Habitat for Humanity and Meals on Wheels