

Caitlin E. Hoffman

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EDUCATION

The Pennsylvania State University, Class of 2012

B.A. in Political Science

Minors: International Studies (Spanish Focus) and History

Semester Abroad in Rome

PROFESSIONAL EXPERIENCE

United States Senate, Sen. Bob Casey

Press Intern, January 2013- May 2013

Washington, D.C.

- Assisted in editing and writing Press Releases
- Compiled and distributed daily press and media clips to the Senator and staff
- Monitored Pennsylvania and National News
- Managed phones, fielding calls from national and local media outlets
- Compiled research on issues, media outlets, reporters, and journalists
- Assisted Press Staff with daily operations

Innovative Federal Strategies, LLC

Intern, September 2012- December 2012

Washington, D.C.

- Accompanied lobbyists and clients to congressional and committee meetings
- Attended Capitol Hill hearings and briefings to draft summaries for IFS staff and clients
- Completed data entry that was used both in the office and by congress members
- Managed a high volume switchboard for the office
- Efficiently scheduled meetings for clients and lobbyist
- Researched policies and litigation

The Pennsylvania Office of the Attorney General (Consumer Affairs)

Intern, May 2010- August 2010

Harrisburg, PA

- Worked alongside agents assisting in investigations conducting interviews on site
- Data Analysis and research for investigations
- Resolved conflicts between consumer and companies
- Assisted in Spanish for investigations with agents
- Gained experience using Microsoft Office Suite
- Used Spanish Language Skills in Investigations

Joe Sestak Senate Campaign

Campaign Volunteer/ Intern, August 2010- November 2010

State College, PA

- Educated local State College constituents about candidate both in person and over the phone
- Registered voters in the area and at Penn State University
- Worked with constituents known to oppose candidate to further educate them on the candidate
- Worked distributing pamphlets and making phone calls to State College area constituents

Wegmans Food Stores

Store Associate, June 2007- February 2012

Mechanicsburg, PA

- Communicated with high volume of clientele
- Responsibly maintained the cash flow between register and customers
- Quickly learned and worked in almost every department
- Dealt with disgruntled clientele on daily basis due to liquor distribution policies

Texas Roadhouse

Server, July 2007- June 2009

Mechanicsburg, PA

- Highly effective communication between guests, kitchen, and management
 - Able to handle multiple tasks at once
 - Responsible for the monetary transactions between the customer and the restaurant
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