

Joelle C. Cheatem

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Education

Iona College, New Rochelle, NY

Bachelors of Science, Political Science: May 2015

Minor: Economics

Internships and Work Experience

Council Member Mark Levine, New York, NY

June 2014-July 2014

Position Held: Intern

- Processing constituent casework and responding to community issues
- Collaborating with staff members to plan and execute community events
- Organizing new outreach initiatives within the district designed to target specific issues faced by constituents
- Maintaining relationships with key officials on policy initiatives

Sen. Charles Schumer, Hudson Valley Office, Peekskill, NY Jan 2014- May 2014

Position Held: Head Intern/Key Holder

- Tasked with supervising all front desk operations which include managing and training other interns, constituent calls and opinion recording.
- Conducting research on policy and initiatives, and collecting imperative news clips for the senator to review.
- Entrusted with opening and closing the regional office.
- Attended parades with the Senator and assisted staffers during press events

Skills

- Proficiency in Microsoft Word, Excel (Pivot tables, VLOOKUP, etc.), and Powerpoint
- Excellent Research and Analysis
- Strong work ethic and professional attitude
- Proven track record of meeting or exceeding goals

Involvement & Leadership

- **Vice-Chair of RESPECT Committee, Iona College, 2014-2015**
- **Vice-President of Economics Club, Iona College 2014-2015**
- **Iona College Mission, Zambia 2014**
- **Senator for the Student Government Association(SGA), Iona College, 2013- 2014**
- **Harassment Hearing Board, Iona College, 2012-Present**

Volunteer Experience

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| • Iona Mission Trip, Mazabuka Zambia | • Midnight Run, NYC |
| • Bushnell Park Clean Up, Hartford CT | • Elderly Outreach, Pelham NY |
| • True Colors Annual Conference, Storrs CT | • Bike For MS, Fort Collins CO |
| • Autism Speaks, New Rochelle/ Long Island NY | • Habitat for Humanity, New Rochelle NY |

