ROBERT SMITH

Congressional Internship

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SUMMARY

Accomplished, self-motivated, results-driven professional with 13 years of experience in sales and account management. Have strong leadership skills dealing with customers and staff in analyzing data to identify and develop effective business processes for various projects. Strive to accomplish client's needs and maintain quality control.

SKILLS

Teaching, Public Speaking.

WORK EXPERIENCE

Congressional Internship

ABC Corporation - September 2008 – December 2008

- Responsible for the constituent casework.
- Researched federal and state agency policies, current events, and public outreach programs.
- Provided information, answering phone calls, assisting with public events and meetings.
- Responsible for responding to all constituent phone calls and letters.
- Personally did the research for various Congressional agendas.
- Gave guided tours of the capital.
- Responsible for responding to constituent correspondence on behalf of Congressmans office.

Congressional Internship

Delta Corporation - 2007 – 2008

- During my internship, I prepared a case-study on the viability of wind-energy as an alternative fuel strategy for in and around Northwest Ohio for .
- Researched and addressed issues regarding specific concerns with Veterans Affairs offices and benefits for United States Military Veterans.
- Selected to serve as a Congressional intern.
- Attended Congressional Hearings in proxy of staff members and composed reporting memos.
- Responsible for responding to constituent correspondence on behalf of Congressman Roskams office.
- Led and directed tours of the United States Capitol for constituents.
- congressional office, managed constituent relationships and maintained Congressmans meeting schedule.

SCHOLASTICS

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- Associate Degree in Business Management - 2007(Capital Community College - Hartford, CT)

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