

ROBERT SMITH

Legislative Correspondent

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

As a Legislative Correspondent responsible for drafting weekly correspondence reports to the senator and chief of staff summarizing issues of major concern to the constituents.

CORE COMPETENCIES

Written Communication Skills, Excellent Organizational, and Proofreading Skills.

PROFESSIONAL EXPERIENCE

Legislative Correspondent

ABC Corporation - March 2011 – March 2012

Key Deliverables:

- Served as a communicator between the Congressman and constituents/company executives/lobbyists.
- Maintained a high level of diplomacy and confidentiality.
- Administered meetings and comprehensively reviewed requests from more than 350 constituent groups and national associations. Researched current law to locate gaps for the possible introduction of new legislation.
- Proposed legislation and amendments.
- Composed talking points and summaries for the Congressman and Press Secretary.
- Briefed Congressman on Legislative Appropriations Bill, attended markup sessions and made recommendations.
- Prepared detailed briefing materials on pending legislation and House and Senate floor activity.

Legislative Correspondent

Delta Corporation - 2015 – 2017

Key Deliverables:

- Researched a variety of legislative issues in order to respond to constituent mail.
- Managed the Intranet Quorum mail system.
- Participated in meetings with constituents and other interest groups.
- Drafted correspondence to constituents on a variety of issues and requests.
- Drafted letters to respond to constituents on issues including budget, taxes, banking, commerce, Social Security, and judiciary topics.
- Took over mail program with over 7,000 units of received correspondence including constituent mail, phone calls.
- Streamlined the mail program by conducting legislative research and writing form letter replies to constituents on all legislative topics.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- Bachelor of Science in Psychology - (Virginia Tech)