

ROBERT SMITH

Legislative Correspondent

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Organizer with experience in hiring, managing, and training staff as well as leading a large volunteer base. Interested in pursuing new career opportunities in government, non-profits, and relating to education, immigration, and social justice. Full professional proficiency in both English and Spanish.

SKILLS

Excellent Writing Skills, Strong Attention to Detail.

WORK EXPERIENCE

Legislative Correspondent

ABC Corporation - June 2009 – November 2013

- Drafted constituent correspondence in a timely manner regarding immigration, trade, and child labor.
- Drafted the Senators state and foreign operations appropriations to request from FY11 to FY14, and assisted in putting together his defense, military construction/veterans affairs, and homeland security requests.
- Worked as a team leader supervising teams of up to 10 canvassers for the organizations GOTV effort.
- Communicated with constituents the senator's stance on banking, housing, and tax issues.
- Coordinated events and meetings with constituents as well as industry experts in banking and real estate.
- Worked closely with senator dole to develop her stance on banking and housing issues.
- Drafted 50 of the senators opening statements and q/a materials for the senate banking committee.

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Delta Corporation - 2014 – 2016

- Assisted Senior Policy Advisor with appropriations and manufacturing portfolio.
- Drafted and edited legislative letters, issue updates, bill co-sponsorship requests.
- Served as point-person for the Senate Manufacturing Caucus and co-organized related press events.
- Met with constituents on issues related to the portfolio to convey Senators views.
- Managed stakeholder engagement on federal policies within a diverse legislative portfolio.
- Managed constituent relations regarding financial services, housing, budget, judiciary, homeland security, and government oversight issues.
- Attended Senate briefings and hearings; drafted memos and briefed the Senator on pending legislation; prepared for hearings by performing background.

SCHOLASTICS

- Bachelor of Arts in Political Science - September 2001(Marquette University - Milwaukee, WI)