

# ROBERT SMITH

## Legislative Correspondent

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Secure a position in a fast-paced environment, leveraging my strong organizational, writing, public speaking, and customer service skills to support executive-level objectives.

## EXPERIENCE

### Legislative Correspondent

#### ABC Corporation - APRIL 1994 - AUGUST 1996

- Provided research for and responses to letters from constituents.
- Provided administrative support to the Legislative staff.
- Served as liaison between the office and House Information Systems.
- Coordinated absentee ballot plan within 7 counties.
- Created advertisements for local publications.
- Created and delivered informative presentations to constituents promoting Representative.
- Responsible for volunteer recruitment for in-office and field staff.

### Legislative Correspondent

#### Delta Corporation - 1999 - 2000

- Provided legislative support to the Senators policy portfolio, which included housing, budget, taxes, financial services, appropriations, technology.
- Managed correspondence and constituent relations for the policy portfolio.
- Represented the Senator at key constituent and legislative meetings.
- Assisted in the development and strategy of the Senators policy agenda on the aforementioned topics.
- Researched education, health care, veterans, and transportation issues for Legislative Assistants.
- Created correspondence to respond to constituents.
- Managed a daily average of 200 constituent messages, fielded 30,000+ calls, and provided written correspondence to 20,000 mail items.

## EDUCATION

- B.A. in Psychology - (University of South Florida - Tampa, FL)

## **SKILLS**

Interpersonal Skills, Excellent Organizational, and Proofreading Skills.