

Robert Smith

Legislative Correspondent

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

As a Legislative Correspondent processes all constituent correspondence and refer issues to appropriate specialists for assistance. Provided regular editorial assistance.

SKILLS

Excellent Writing Skills,
Strong Attention to
Detail.

WORK EXPERIENCE

Legislative Correspondent **ABC Corporation - September 2004 - April 2007**

Responsibilities:

- Regularly advised Senator Rockefeller, the Legislative Director and other senior staff on key developments, legislative priorities, and voting stances within issues list.
- Responded to constituent correspondence through Internet Quorum, also responsible for the drafting of memoranda, vote rationales, Congressional Record statements, etc.
- Met with constituent and interest groups.
- Represented Senator Rockefeller in briefings, hearings, ceremonies, and other events.
- Served as Assistant Systems Administrator.
- Tracked and researched legislation on the issues of Education, Housing, Welfare, Arts/Humanities.
- Sorted all website e-mail, drafted responses to letters concerning issues listed above.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Legislative Correspondent **Delta Corporation - 2009 - 2010**

Responsibilities:

- `#{job_description21}`
- 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.
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REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

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Education

B.A. in Philosophy - (Duke University - Durham, NC)