

Robert Smith

Public Policy Intern

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Medical Terminology,
Medical Records,
Microsoft Office And
Associated Programs,
Mentoring, Word.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Public Policy Intern is a self-starter who can be trusted to work with limited supervision, but who also knows when to ask for assistance. She has experience in all aspects of project planning and has no problem adapting to shifting priorities, demands and timelines. As a versatile candidate with over 5+ years experience she can manage all the resources on a project, and is continually seeking opportunities to increase customer satisfaction.

WORK EXPERIENCE

Public Policy Intern

ABC Corporation - June 2015 - June 2016

Responsibilities:

- Worked directly with VP of Public Policy to advance organizations policy goals.
- Helped coordinate advocacy efforts to secure state funding for Indianas 2-1-1 service and expand early childhood education quality and access.
- Drafted policy documents, presentations, and persuasive pieces for publication and distribution.
- Monitored developments in the state legislature and human services network.
- Organized advocacy outreach events.
- Composed daily news briefings about local government policy and business from the six county capital region (Sacramento, Yolo, Placer, El Dorado, Yuba, Sutter).
- Drafted written correspondence to public officials, inviting them to events, thanking them for their support, and urging them to support policies of interest to our membership, and to the regional business community.

Public Policy Intern

Delta Corporation - 2011 - 2015

Responsibilities:

- Compile and write weekly update to organization members Attend Congressional briefings on public policy issues relevant to NASADAD members Conduct .
- Attends public policy meetings on Capitol Hill relating to women and children affected by AIDS.
- Works on policy issues and research projects pertaining to AIDS policy for women and children.
- Created and manages the Facebook page while keeping it relevant with engaging content specifically targeted at our core audience.
- Pushed pertinent legislative conferences and events to targeted members of the press via email and telephone.
- Worked with Assistant Director to brief Capitol Hill on Health Information Technology Attended congressional briefings, hearings and staffed meetings .
- Worked mainly on research materials for crafting of legislative bills

Research from two of such bills Termination of Parental Rights of the Rapist.

Education

BS In Public Health