**First and Last Name**

City, State, Zip Code

Phone Number | Professional Email Address | LinkedIn

**PROFESSIONAL SUMMARY**

* Knowledge of government relations, legislative affairs, environmental law, sustainability, and case law
* Strong research skills using government, legal, and scholarly databases, including Stata analysis
* Demonstrate time management, critical thinking, and leadership to complete projects/accomplish common goals
* Communicate complex information to varied audiences and translate data into reports and documents

**EDUCATION**

**Stetson University,** DeLand, FL May 2023

*Bachelor of Arts | Major: Political Science*

Transfer Student Scholarship and Dean’s List (multiple semesters)

**EXPERIENCE**

**Council for Foreign Relations,** New York, NY August 2021-Present *Middle East History and Geopolitics Intern*

* Report to research fellow and assist with targeted research, grant writing/editing, and resource development
* Collaborate with think tank community to analyze geopolitical trends in the Middle East and collect data

**National Endowment for Democracy,** DeLand, FL May 2020-August 2020

*Intern*

* Provided research support to staff on initiatives relating to a diversity, equity, and inclusion
* Attended meetings and recorded detailed notes on issues/initiatives discussed; submitted notes to director
* Participated in the drafting, editing, proofreading, and distribution of written materials, including newsletters, event materials, and internal memoranda

**Interfaith Encounter Association (IEA),** Jerusalem, Israel   May 2019-August 2019

*Intern*

* Designed merchandise and social media content/graphics for non-profit organization’s fundraising efforts
* Advanced written communication and knowledge of resource development through completing grant applications

**CAMPUS INVOLVEMENT AND LEADERSHIP**

**Stetson University Student Government Association (SGA)**  September 2019-Present

*Senator-At-Large*

* Advocate for student constituents and their needs/concerns, and constantly monitor changes to campus climate
* Propose resolutions and bills to improve the student experience through collaboration with fellow senators
* Vote and implement various campus initiatives and programming for students both virtually and on-campus
* Act as the bridge between the students and administration by hosting weekly office hours dedicated to discussions

**Floyd M. Riddick Model United States Senate** January 2021-May 2021

*Senator*

* Gained extensive knowledge into the workings of the United States Senate, including drafting and passing legislation, speechwriting, and parliamentary procedure
* Worked diligently to research, prepare, debate, and pass numerous pieces of actual Congressional legislation
* Aided organization leaders in planning and organizing the multiple-day Model Senate for 15 members

**Stetson Democrats**  August 2019-May 2020

*Recruitment Coordinator*

* Created and implemented a variety of programming, large/small scale, for organization and greater community
* Increased potential membership engagement by 10% through collaborating with Marketing Coordinator