

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