**Your Name**

**City, State Zip Code | Phone | Email@gmail.com**

**EDUCATION**

**University of Pittsburgh,** *Dietrich School of Arts & Science* Pittsburgh, PA **Bachelor of Arts Graduated: April 2022**

**Majors:** Political Science & Anthropology **GPA**: 3.7

**Minor:** Economics

# WORK EXPERIENCE

**Elsie Hillman Civic Forum - Institute of Politics Internship Program**

**Pennsylvania State Senate -** Office of Pam Iovino Pittsburgh, PA

*Legislative Intern* January 2022-March 2022

* Developed reports pertaining to updates in local government
* Researched local constituent issues, statistics, stories, and resources for Senator Iovino to use at events
* Tracked, responded to, and cataloged responses to legislation from organizations and constituents
* Served as first point of contact for constituents in person and over the phone
* Processed over 100 application for Senior Connect cars that provide access to free public transport for seniors across PA
* Acted as an ambassador and representative of the Hillman Civic Forum at university events

# Pennsylvania House of Representatives – Office of Mike Carroll Hughestown, PA

*Legislative Intern* May 2021 - August 2021

* Analyzed bills related to Pennsylvania Transportation for the House Democratic Caucus
* Researched existing Pennsylvania transportation laws to evaluate current proposed legislation
* Fielded and documented constituent’s questions concerning local governmental issues
* Planned and organized meetings with Pennsylvania officials

**University of Pittsburgh** Virtual

*Research Assistant* May 2021 - Aug 2021

* Report progress on a weekly basis to a small team of three to compare work and discuss any issues
* Helped to conduct research focused on mapping networks of dissent with Swedish politics over the past 60 years
* Process over 2,500 points of data from 1990 -2006 by combing legislators reactions to Swedish novel legislation by denoting which representative had reservation or special comments and who dissented/commented together

# CAMPUS INVOLVEMENT AND LEADERSHIP

**University of Pittsburgh Women’s Choral Ensemble |** (Member for 4 years, served on committees before elected positions)

*President* May 2021 - May 2022

* Manage the 12 member governing body of officers by leading weekly meetings
* Hold semi regular individual meetings with each officer to determine project progress, mental wellness, areas for support, and develop individual plans for future success by creating a schedule of goals and things that need to be done throughout the semester
* Head liaison between the university, student government, choir director, section leaders, officers, and general choir
* Send weekly emails to entire 45 person choir outlining due dates, upcoming events, and any other pertinent information
* Manage all events such as, but not limited to: auditions, social events, concerts, touring opportunities
* Oversee collection and dispersal of all business transactions and operations
* Find areas for improvement and advocate for positive and inclusive change within the organization. Most importantly changing the name to be more gender inclusive.

*Operations Manager* April 2021

* Kept accurate and detailed records of all deposits and expenses including fundraising, donation, and member dues that are deposited into multiple accounts
* Managed choir’s EngagePitt campaign, a month-long strategic fundraising campaign responsible for raising over $10,000
* Advocated and received allocations from Student Government Board and the Student Organization Resource Office for $3,000
* Started the process of developing a Wikipedia presence for the WCE by compiling and synthesizing research from over 50 years of the choir’s history