

JANE DOE

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EDUCATION

University of Wisconsin-Madison | Madison, WI

Anticipated Graduation May 20XX

- B.A. in Psychology, Minor in Public Policy
- GPA: X.X/4.0

WORK EXPERIENCE

The Consortium of Social Science Associations (COSSA) | Washington, D.C.

Policy Intern

June 2021-August 2021

- Conducted legislative research and assisted staff with their government relations activities to increase awareness and investment in social science research
- Covered events such as Congressional hearings, federal agency advisory committee meetings, community and coalition events to craft written products (e.g., newsletter articles, hearing write-ups) that kept over 100 member organizations and universities updated on current policies
- Investigated federal agency databases for social science projects while conducting research on bills, regulations, members of Congress, and other policy developments
- Transferred and tagged 362 files to assist in renovating the organization's website while performing administrative duties (e.g., organizing files, updating databases, etc.)

Wimmer and Company, S.C. | Madison, WI

Intern

May 2019-March 2020

- Assisted in office operations and client interaction at a lobbying firm that provided representation to Wisconsin's Executive and Legislative branches of government
- Documented and revised over 50 official written meeting memos for corporate clients and trade associations
- Aided with economic research and legislative analysis of current public policies in order to determine the business interests of potential laws and create solutions for clients
- Developed and updated the company's website to expand network and promote positive exposure to the public

Madison Metropolitan School District | Madison, WI

Program Leader

January 2020 -March 2020

- Provided socialization and guidance to over 30 adults with intellectual disabilities through a developmental program that promoted independence and inclusion
- Created individualized plans for clients with their caretakers to address the specific needs and goals of clients and their families
- Handled any unforeseen circumstances or conflicts that arose with clients

CAMPUS INVOLVEMENT AND LEADERSHIP

Phi Gamma Nu, Professional Organization | Madison, WI

New Member Secretary

Fall 2019-Present

- Active member of professional organization that promotes professionalism and philanthropy
- Responsible for keeping attendance records at New Member Meetings and assisted in the organization and execution of philanthropy events for the club

Wisconsin in Washington, D.C. Internship Program | Washington, D.C.

Cohort Member

June 2021-August 2021

- Participated in professional development program designed to enhance summer DC internship and aid in career advancement
- Engaged in networking events, listened and interacted with guest panelists, attended weekly classes, all while being assessed through assignments and projects

Greek Organization, ___ Chapter | Madison, WI

Assistant Event Director

September 2018- Present

- Assisted in coordinating events and booking venues for up to 600 people, filed necessary paperwork, and set schedules all while managing a budget of \$20,000 a semester
- Participated in philanthropy events that raised over \$12,000 for local organizations like the UW Children's Hospital and the national non-profit Reading is Fundamental