

EDUCATION

WashingtonCollege, Chestertown, MD

Expected Graduation: May 2023

Bachelor of Arts, Major: Political Science

Overall GPA: 3.3 | Major GPA 3.8

Relevant Coursework: Media and Politics; Congress & the Legislative Process; Women & Politics; Constitutional Law

EXPERIENCE

Congressional Intern

August 2022- Present

The Office of Congressman Waxman, Washington, DC

- Research and analyze policy on climate change for the Committee on Energy and Commerce
- Draft responses to bill legislation and press releases that accurately represent the policy position of the congressman
- Engage with constituents via phone, email and in-person to answer questions and respond to concerns
- Attend Congressional sessions and briefings, creating summary memos for Congressman Waxman

Assistant Editor

August 2022- Present

The Elm, Washington College, Chestertown, MD

- Assist Editor in copy management, article planning and layout for weekly publication
- Write reviews and feature stories with an emphasis on leisure
- Train writers and assistants for distribution of over 250 weekly issues

Staff Writer

The Elm, Washington College, Chestertown, MD

October 2021 - May 2022

- Wrote weekly reviews and feature stories on topics such as university and community relations
- Interviewed nationally recognized stand-up comic and wrote front page article

Legal Intern (summer)

June 2020 - August 2021

Frederick County State'sAttorney, Frederick, MD

- Conducted legal research to create an Excel database of 450 cases for the State'sAttorney and his assistants
- Performed administrative and clerical duties for a 15-personoffice

Wait Staff

June-2019 - August 2020

Brewer's Alley, Frederick, MD

- Waited tables in high-volume restaurant, balancing up to 10 tables per shift; managed customer concerns

EXTRA-CURRICULAR ACTIVITIES

Student-Athlete, NCAA Division III – Centennial Conference

September 2020 - Present

Washington College Varsity Women's Soccer Team, Chestertown, MD

- Commit approximately 25 hours per week in-season and 12 hours per week out of season to training, practice, travel, and competition while maintaining strong academic standing
- Collaborate with 25-person team and coaching staff to reach team goals

JumpStart Corps Member

September 2020 - May 2022

JumpStart, Chestertown, MD

- Worked with disadvantaged pre-kindergarten students in one-on-one sessions twice per week
- Assisted teachers in the evaluation of literacy, social, and initiative skills

TECHNICAL SKILLS

MS Office: Word, Excel, PowerPoint, Outlook; WordPerfect, Adobe Photoshop CS6

Independently completed Lynda.com technical courses in advanced functions of Adobe Photoshop CS6