

Policy Resume

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Education

UNIVERSITY OF ROCHESTER

ROCHESTER, NY

Bachelor of Arts with Double Majors in Political Science and History

Anticipated May 20XX

- Overall GPA of 3.x out of 4.0
- *Legal Studies Minor*
- Completed 3 thematically linked courses in *Probability and Statistics*
- Dean's List All Eligible Semesters
- Policy Coursework includes: Urban Change in City Politics, Race and Political Representation, Comparative Political Institutions, and Law and Politics in America

Law and Community Engagement Experience

MONROE COUNTY DISTRICT ATTORNEY'S OFFICE

ROCHESTER, NY

Intern, Assistant District Attorney in City Court

Spring 20XX

- Performed discovery and subpoena requests under the direction of an Assistant District Attorney
- Pulled daily docket, and organized and arranged case files for trials and hearings
- Attended and observed trials
- Wrote and presented a research paper analyzing organization and efficiency of Rochester City Court and the Monroe County District Attorney's Office

AMERICORPS VISTA ROCHESTER URBAN FELLOWSHIP PROGRAM

ROCHESTER, NY

Intern, City of Rochester

Summer 20XX

- Worked with community members to create a business plan for neighborhood commercial development
- Researched and analyzed potential impact on housing costs and property taxes
- Presented research findings and implications to community leadership board

LOUISE SLAUGHTER FOR CONGRESS CAMPAIGN

ROCHESTER, NY

Volunteer

Fall 20XX

- Phoned citizens on upcoming campaign events, registered citizens, and delivered campaign signs

Leadership Experience

UNIVERSITY OF ROCHESTER

ROCHESTER, NY

Resident Advisor

Fall 20XX-present

- Oversee residents on an upperclassman floor, plan programs based on interest and to promote hall unity
- Help connect residents with University resources

Debate Union

Fall 20XX-present

- 2nd place speaker at Novice Nationals in policy debate

Students' Association Government, Executive Director

Fall 20XX-Spring 20XX

- Work with University administration and student body, to facilitate a stronger relationship between the University and the Greater Rochester community

Qualifications

- Understanding of legislative processes and political systems gained from coursework and experience
- Qualitative and quantitative research and analytical skills developed through courses, papers and projects
- Fluent in American Sign Language