

Jasmine Patel

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SUMMARY

Detail-oriented and motivated recent graduate with a strong foundation in public policy and legislative processes. Proven ability to conduct thorough research and analysis while supporting legislative initiatives. Eager to contribute to a dynamic legislative team.

EXPERIENCE

Legislative Intern

Jun 2022 - Aug 2022

Office of Senator Smith, Washington, D.C.

- Assisted in drafting and editing five policy briefs, resulting in a 20% increase in stakeholder engagement.
- Conducted research on key legislation, providing actionable insights that influenced decision-making.
- Coordinated communications between constituents and legislative staff, improving response time by 30%.

Research Assistant

Jan 2021 - May 2022

University Policy Research Center, City, State

- Supported research projects on environmental policy, leading to a published paper in a peer-reviewed journal.
- Analyzed data using statistical software (SPSS), improving the accuracy of reports by 15%.
- Presented findings at three academic conferences, gaining valuable public speaking experience.

Volunteer Coordinator

Sep 2019 - Dec 2020

Local Nonprofit Advocacy Group, City, State

- Organized community outreach events that engaged over 500 local residents, raising awareness on key legislative issues.
- Developed training materials for new volunteers, reducing onboarding time by 40%.
- Managed social media campaigns that increased online engagement by 50%.

EDUCATION

Bachelor of Science in Political Science

May 2023

George Washington University, Washington, D.C. • GPA: 3.7

SKILLS

Technical Skills: Legislative Research, Data Analysis, Policy Drafting, Public Speaking

Tools & Frameworks: SPSS, Microsoft Office Suite, Google Workspace