

Aisha Patel

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SUMMARY

Detail-oriented Legislative Aide with over 5 years of experience in policy research and constituent services. Proven track record of effectively managing communications and legislative initiatives, resulting in improved community engagement and policy implementation.

EXPERIENCE

Legislative Aide

Jan 2021 - Present

Office of Senator Jane Doe, Washington, DC

- Assisted in drafting and analyzing over 20 pieces of legislation, resulting in a 30% increase in bill sponsorships.
- Coordinated outreach programs that enhanced constituent engagement by 40% through strategic social media campaigns.
- Conducted comprehensive policy research and prepared briefing materials for Senate hearings, saving the office 15 hours per week.

Policy Intern

Jun 2019 - Dec 2020

National Policy Institute, Washington, DC

- Researched and presented findings on healthcare policy reform, contributing to a white paper that influenced local legislative proposals.
- Collaborated with cross-functional teams to plan and execute community forums, reaching over 500 constituents.
- Developed a database for tracking legislative changes, improving access to information for staff by 25%.

Research Assistant

Sep 2017 - May 2019

University Policy Lab, City, State

- Supported faculty with data analysis on education policy, leading to a presentation at a national conference.
- Managed surveys and focus groups to gather public opinion data, informing research publications with over 100 responses collected.
- Created visual data representations that enhanced the understanding of complex policy issues for stakeholders.

EDUCATION

Bachelor of Science in Political Science

May 2018

George Washington University, Washington, DC • GPA: 3.7

SKILLS

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

Tools & Frameworks: Microsoft Office Suite, CRM Systems, Social Media Platforms, Statistical Analysis Software