

Aisha Patel

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SUMMARY

Dedicated and detail-oriented legislative aide with over 5 years of experience in supporting legislative initiatives and policy development. Proven track record in conducting research, drafting reports, and liaising with stakeholders to promote effective communication and progress.

EXPERIENCE

Legislative Aide

Jan 2022 - Present

Office of Senator Emily Johnson, Washington, DC

- Conducted comprehensive policy research that resulted in a 25% increase in successful legislative proposals.
- Drafted over 30 policy briefs and reports that informed committee decisions, enhancing communication with constituents by 40%.
- Implemented a digital tracking system for constituent inquiries, reducing response time by 30%.

Legislative Assistant

Jun 2018 - Dec 2021

House of Representatives, Washington, DC

- Assisted in developing and analyzing over 15 pieces of legislation, contributing to a 20% increase in legislative effectiveness.
- Organized town hall meetings and stakeholder sessions, increasing participation by 50% through targeted outreach strategies.
- Maintained accurate records of constituent communications using CRM software, enhancing office efficiency by 15%.

Policy Intern

Jan 2017 - May 2018

Non-Profit Advocacy Group, Washington, DC

- Conducted in-depth research for policy proposals that influenced local government decisions.
- Collaborated with team members to prepare presentations for advocacy campaigns, improving engagement metrics by 30%.
- Supported grassroots initiatives that raised \$10,000 in funding for community programs.

EDUCATION

Bachelor of Science in Political Science

May 2018

George Washington University, Washington, DC • GPA: 3.7

SKILLS

Technical Skills: Legislative Research, Policy Analysis, Constituent Relations, Report Writing

Tools & Frameworks: CRM Software, Microsoft Office Suite, Google Workspace