

Jane Smith

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Objective:

To obtain an internship through the Hinckley Institute of Politics in Washington D.C.

Education:

University of Utah – Salt Lake City, Utah
Bachelor of Science Political Science and Economics *Expected Graduation Spring 2008*
GPA – 3.78

Salt Lake Community College – Salt Lake City, Utah 2004-2006
Associates of Social Science
GPA – 3.82

Employment History:

Utah State Legislature, House of Representatives – Salt Lake City, Utah 2007
Intern to Representative Jon Smith – Staff assistant, conducted research, tracked legislation, corresponded with constituents and performed various office duties.

Utah Children’s Museum – Salt Lake City, Utah May 2006-Present
Fund-raising Assistant – Assist with development, administration, fundraising events & legislative lobbying.

Mervyn’s – Salt Lake City, Utah 2005
Customer Service and Sales

Volunteer Experience and Campus Involvement:

ASUU – Government Relations Board Member
Participated in student lobbying at the 2006 legislative session 2006

Volunteer Church Representative - Santiago, Chile 2002-2004

Big Brothers/Big Sisters 2004-Present
Mentor to boy of single parent. Help him with reading skills; take him to games and cultural events

Study Abroad - Cambodia 2007
Studied language and culture

International Travel
Backpacked through Western Europe 2005
Humanitarian trip to Honduras 2001

Achievements/Awards:

Dean’s List 2005- Present
John & Anne Hinckley Citizenship Scholarship 2005
Maintained 3.7 GPA while working 40+ hours/week.
Employee of the Month, Mervyn’s Inc. 2005

Technical Skills:

Word, Excel, PowerPoint and Access

Relevant Coursework:

Business Writing

Media & Public Policy

Technical Writing

Public Issues

Research Field Experience

Public Finance & Budgets

Public Policy Analysis

Local Government

Public Interest Groups