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# LEGISLATIVE AIDE RESUME

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## Objective:

Looking for a responsible position as a Legislative Aide that will allow me to utilize my educational experience and skills.

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## Summary of Skills:

- Solid experience in constituent relations, legislative research and evaluation
  - Profound knowledge of legislative, judicial and administrative systems
  - Strong background in public event planning, scheduling and coordination
  - Substantial understanding of bill drafting rules and the mechanics of statutory construction
  - Wide knowledge of computer chart, graph and table formatting
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## Professional Experience:

- Legislative Aide, 2007 – Present
  - Vermont state Legislative Session, Albany, Vermont
  - Analyzed and evaluated legal decisions, statutes and civil codes.
  - Prepared reports of proceedings and attended committee meetings.
  - Advised legislator on policy issues.
  - Maintained and updated computerized and hard-copy records of legislation.
  - Performed administrative tasks such as answering the telephone, filing, letters, meeting notices and memos.
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## Education:

B.A in Political Science, 2005, Massachusetts University.

M.A in History, 2007, Duke University.

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