
LEGISLATIVE AIDE RESUME

Objective:

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

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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