
LEGISLATIVE ANALYST RESUME

Job Objective:

To secure a position as Legislative Analyst with a well established organization.

Highlights of Qualifications:

- Ability to quickly research, distill and present recommendations on congressional issues
 - Ability to examine systems, operations, processes and analyze their elements
 - Profound knowledge of the congressional authorization and appropriation process and the oversight committees
 - Ability to plan and organize tasks effectively
 - Good understanding of U.S. Code and other regulatory guidance
 - Wide knowledge of financial services, economic affairs, agriculture and small businesses
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Professional Experience:

Legislative Analyst
Special Counsel, Colorado Springs, CO
August 2005 – Present

- Prepared and reviewed responses for Congressional correspondence.
- Maintained and stored a database of congressional inquiries and Agency responses.
- Prepared, maintained, and updated a Congressional calendar of events.
- Ordered Defense Committee Reports and Bills from House and Senate Document offices.
- Conducted research and kept Legislative Affairs website current.
- Developed and prepared year-end Congressional Activity Report Synopsis (CARS).

Legislative Analyst
The Chubb Corporation, Colorado Springs, CO
May 2000 – July 2005

- Processed and reviewed priority assignments of a highly sensitive nature.
 - Provided background information for major controversial issues and critical policy decisions.
 - Maintained and supported office accountability for coordinating, controlling and protecting unclassified and classified transcripts.
 - Received and responded to short-fused requests for information concerning witness statements.
 - Responded actively to phone inquiries from Members of Congressional staff.
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Education:

Bachelor Degree in Paralegal Studies
University of Arizona, Tucson, AZ

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