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# LEGISLATIVE ASSISTANT RESUME

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## Objective:

To obtain the position as Legislative Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

## Summary of Skills:

- Sound knowledge of researching, writing and editing advocacy pieces
- Wide knowledge of the legislative and policy development processes
- Good understanding of the laws, regulations and rules governing congressional lobbying
- Ability to organize and coordinate state legislative campaigns
- Ability to identify and interview contract lobbyists
- Ability to conduct research on state legislative proposals and processes

## Work Experience:

Legislative Assistant  
Pentair, Inc., Boxboro, MA  
August 2005 to till date

- Managed advocacy and regulatory proceedings before legislative and regulatory bodies.
- Developed and prepared white papers and original research in support of policy outcomes.
- Analyzed and monitored policy and legislative proposals from the executive branch and congress.

Legislative Assistant  
AAR Corporation, Boxboro, MA  
May 2000 to July 2005

- Analyzed and monitored policy and legislative proposals from the executive branch and congress.
- Managed and maintained supervisor's calendar and independently schedules appointments.
- Communicated on behalf of the General Manager to various company employees.

## Education:

Associate Degree in Paralegal Studies  
University of Iowa, Iowa City, IA

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