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## Policy Advisor Resume

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### Job Objective

Looking for work within your organization as a Policy Advisor.

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### Summary of Qualifications:

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- Huge experience in electric procurement-related policy and legislative assessment
  - Outstanding knowledge of assessing and writing reports on complex regulatory, legislative and governmental matters
  - Proficient in developing and delivering presentations to diverse stakeholders and upper management
  - Proficient in Microsoft Word, Excel and PowerPoint
  - Excellent communication and interpersonal skills
  - Ability to motivate others and follow all policy standards
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### Work Experience:

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Policy Advisor, August 2005 – Present

New York City Economic Development Corporation, Quasqueton, IA

- Overseen portfolio of economic development agencies, boards, and commissions.
- Coordinated economic development initiatives, programs and projects.
- Performed qualitative and quantitative assessments of proposals.
- Reviewed agency and interagency work products, coordinated communications and outreach strategies.
- Ensured efficient relationships between all stakeholders.

Policy Advisor, May 2000 – July 2005

AARP, Quasqueton, IA

- Identified challenges and solutions in the area of tax and spending policies.
  - Researched trends in federal and state tax systems, budgets, and social insurance and other spending programs and made recommendations to AARP research and advocacy.
  - Conducted and overseen original research on highly visible and potentially controversial policy issues in areas of importance to AARP.
  - Developed policy and promoted social change compliance to AARP's Social Impact Agenda.
  - Provided objective policy analysis and represented AARP in public forums.
  - Served as an expert resource for policymakers outside AARP.
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### Education:

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Bachelor's Degree in Business Administration, Hawaii Pacific University, Honolulu, HI

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