
Political Adviser Resume

Job Objective

Seeking a Political Adviser position with challenging organization in which to enhance and further my expertise and training in the field and to help organization meet their long-term goals.

Summary of Qualifications:

- Good experience in politics with extensive knowledge of political activities
 - Sound knowledge of key issues facing local government and the national party policy
 - Thorough knowledge of the issues involved when working within a multi-racial community
 - Exceptional knowledge of a local authority's internal management arrangements including budgetary processes
 - Excellent communication, interpersonal and presentation skills
 - Excellent leadership, management and motivational skills
 - Great ability to identify and deal with complex problems
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Work Experience:

Political Adviser, August 2005 – Present
Johnson & Johnson, Woburn, MA

- Provided support for party group meetings and meetings of related bodies.
- Advised on policy and procedural matters and undertook follow-up work.
- Assisted group officers in the execution of their duties.
- Monitored implementation of group decisions and provided "report back" system.
- Managed political office and interfaced between the political group and the officer structure.
- Researched new legislation and political developments of national, regional and local nature.

Political Adviser, May 2000 – July 2005
SAIC, Woburn, MA

- Advised and supported the group in initiating and developing political strategy and policies.
 - Developed and maintained effective information management system, using ICT and other available resources, in order to deliver a comprehensive and accurate information service.
 - Prepared and dispatched agendas, reports and minutes for party group meetings and meetings of related bodies.
 - Operated and developed information strategy systems in pursuant of the objectives and duties of the post.
 - Undertook secretarial and word processing tasks.
 - Managed budget allocated to the political office.
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Education:

Bachelor's Degree in Economics, Cypress College, Cypress, CA

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