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## State Representative Resume

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### Job Objective

Seeking a State Representative position with reputable organization in which my experience can be a positive influence on the growth of company.

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### Highlights of Qualifications:

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- Extensive experience in international education
  - Ability to communicate with customers about upcoming events
  - Ability to answer telephones and direct calls as needed
  - Ability to manage restricted and confidential information
  - Ability to prioritize work tasks, multi-task and be focused
  - Enjoys working with the public
  - An outgoing and positive personality
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### Professional Experience:

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State Representative  
State Farm Insurance, Tucson AZ  
November 2006 – Present

- Retained a list of higher education institutions in the state.
- Gathered information on action of the State Legislature.
- Formulated a plan of action with the help of Public Policy Representative and conducted state meetings with various active groups of international educators.
- Reviewed special needs of the state.
- Managed documents for the website.

State Representative  
State Industrial Products, Tucson AZ  
February 2001 – October 2006

- Aided as a public relations person for NAFSA.
  - Coordinated meetings and training sessions.
  - Formulated written reports of activities.
  - Managed smooth transition for the successor to the requisite position.
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### Education:

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Bachelor's Degree in Business  
Dickinson College, Carlisle, PA

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