

Polly Sigh

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Tigard, OR 97281

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503-555-2525

Objective

Legislative intern

Qualifications

Advocacy

- Participated in Student Lobby Day and legislative subcommittee testimony
- Represented the student view on campus and district committees; composed and presented reports on committee activities
- Collaborated with union organizers on Oregon political issues, college bond measures and contracts, etc.

Outreach/Public Relations

- Escorted international government, business, and professional leaders to appointments and meetings; compiled written itineraries for incoming delegations; arranged sightseeing tours
- Assisted with phone banks, canvasses, and voter registration drives
- Canvassed door-to-door, visiting between 30-40 homes a night
- Promoted events on college campus and in community with website postings, social media, posters and postcards, and press releases

Research

- Researched information regarding ballot measures and their impact on students
- Led campus research committee on smoking policy, food vendor, and parking issues
- Conducted surveys, polls, focus groups, and class discussions to obtain information for budget and policy decisions

Fundraising

- Managed all details of fundraising events, including scheduling, advertising, speakers, decorations and props, refreshments, and set-up
- Coordinated a fundraising/donation drive for students in need during the holidays

Relevant Experience

Student Senator – Associated Students of Portland Community College, Portland, OR (20xx - 20xx)

Campaign Volunteer – Environment Oregon, Portland, OR (20xx – 20xx)

International Visitors Program Volunteer – World Affairs Council, Portland, OR (20xx – 20xx)

Work History

Lead Server – Shari's Restaurant, King City, OR (20xx – 20xx)

Clerk – Albertson's, Portland, OR (20xx – 20xx)

Education

Associate of Arts, Oregon Transfer Degree (focus in Political Science)

Portland Community College, Portland, OR - expected graduation 20xx
