

J.B. ANYBODY
XXXX 16th Street NW
Washington, DC 20010
XXX-XXX-XXXX
xxxxxxxxxx@xxxx.edu

OBJECTIVE

To secure the position of Legislative Assistant with Global Trade Watch where my political experience and organizational skills will be of value to operations.

EXPERIENCE

Alliance for Nuclear Accountability – Washington, DC **2009**

DC Days Coordinator

- Organized a national lobby days event for a network of grassroots organizations focused on issues involving the Dept. of Energy
- Coordinated logistics and facilitated increased participation through community outreach and recruitment
- Performed a host of office administrative tasks to ensure fluid operations
- Managed the CiviCRM member database and the company website
- Scheduled and attended meetings with members of Congress and the Administration

Snake River Alliance – Boise, ID **2006-2008**

Volunteer **2007-2008**

Intern **2006-2007**

- Successfully lobbied Congress on behalf of victims of nuclear weapons testing
- Conducted extensive archival, internet, and database research
- Created a database to track the development of renewable energy in Idaho
- Served as a liaison for the organization on numerous public interest issues

EDUCATION

Boise State University **2007**

BA – History **GPA = 3.4**

- Academic Dean’s List and History Honors Society

RELEVANT SKILLS AND ACCOMPLISHMENTS

- Organized and task-oriented
- Capable of managing complex projects in a fast-paced political environment
- Able to effectively manage field campaigns
- Personable and comfortable in a team setting
- Well-versed on issues pertaining to renewable energy and globalization
- Computer savvy and familiar with many modern systems and applications