

Pat Political Science

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Boca Raton, FL 33431
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EDUCATION

Bachelor of Arts in Political Science

Florida Atlantic University

Overall GPA: 3.4/4.0

August 20XX

Boca Raton, FL

RELEVANT COURSEWORK

Issues in American Politics

Urban Politics

Political Parties and Interest Groups

Law and American Society

Media in Politics

Constitutional Law

Women and the Law

U.S. Presidency

Campaigns and Elections

EXPERIENCE

Assistant Campaign Coordinator

John Doe for Florida House of Representatives

March 20XX – Present

Boca Raton, FL

- Coordinate campaign events in Palm Beach County in order to engage voters in regards to key issues during this election cycle
- Develop door knocking schedules for campaign staff and volunteers in order to help get-out-the-vote efforts within the community
- Participate in weekly town hall events, attended by over 200 residents each week, answering any questions they may have about the candidate and the election
- Facilitate the campaigns phone banking schedule, ensuring that staff and volunteers are able to reach out to registered voters in our area

City of Boca Raton Intern

Jane Doe, Mayor of the City of Boca Raton

May 20XX – August 20XX

Boca Raton, FL

- Answered phone calls and messages for the Mayor and her staff in a kind and professional manner
- Managed a budget of over \$5,000 for community engagement events
- Attended weekly meetings with the Mayor's staff, taking notes that would later be emailed to all staff members
- Recorded minutes for the weekly City Council meetings in order to keep record of what was discussed

MEMBERSHIPS

College Political Activists

Pi Sigma Alpha, Honors Society

August 20XX – Present

November 20XX – Present

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint), Social Media (Facebook, Twitter, Instagram), Prezi



FAU CAREER CENTER

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