

# Stephanie Smith

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## Education:

American University, Washington, DC

May 2023

Bachelor of Arts

Major: Political Science

GPA: 3.8/4.0

## Relevant Coursework:

*Campaign Management Institute:* Completed an intensive two-week program taught by strategists from the Republican and Democratic parties, national campaign consultants and political scientists.

Participated in group seminars and campaign simulations to coordinate a successful political campaign.

Developed a comprehensive campaign plan for an actual upcoming race with a group of five other students. Presented campaign plan to faculty and campaign professionals.

*Politics in the United States:* Studied the major philosophical concepts that shaped government in the United States. Conducted qualitative research using databases (LexisNexis, JSTOR, and ProQuest) and completed two 15-page papers on contemporary political institutions.

*Women and Politics:* Studied the role of women as voters, citizens, candidates and leaders. Examined the role of women's organizations and movements in the expansion of political and legal rights. Conducted database research for and completed a 20-page final paper on Hillary Clinton's 2008 presidential campaign.

*Congress and Legislative Behavior:* Studied Congressional behavior, Congress as an institution, and the role of Congress in policymaking. Conducted field research on Capitol Hill, and completed a 15-page final paper analyzing the role of Congress in today's political environment.

*Basic Statistics:* Developed basic skills in quantitative methods, including descriptive statistics, statistical significance and confidence intervals. Utilized advanced functions in Microsoft Excel and beginner functions in SPSS.

## Study Abroad:

Charles University, Prague, Czech Republic

September - December 2021

Completed 15 credits in European government and politics.

## Work Experience:

Center for American Progress, Washington, DC

January 2022 - Present

Hours per week: 25

### *Research Intern*

Supervisor: Steve Supervisor (202-222-2222) OK to contact this supervisor: Yes

RESEARCH AND WRITING (90%)

- Conduct qualitative research on policy areas including government reform, healthcare, immigration and the economy. Utilize Lexis-Nexis, ProQuest, JSTOR and Google Scholar to find relevant articles and information on aforementioned topics.
- Draft and share written summaries of relevant research findings with one colleague for editorial and substantive feedback. Incorporate feedback and findings into an average of two weekly posts on ThinkProgress blog.
- Attend biweekly seminars and report releases on topics including healthcare and immigration. Provide written summaries of events to two internal staff for information sharing.

#### ADMINISTRATIVE SUPPORT (10%)

- Collaborate with two other interns to complete administrative tasks in support of five fulltime employees. Answer phones, greet office visitors, complete data entry using Microsoft Excel, and sort and deliver mail.
- Record and share minutes of weekly team meetings, highlighting important information discussed and specific action items.
- Oversee office email inbox one day per week. Respond to an average of ten questions and comments from members of the public. Refer an average of 20 emails to staff as appropriate.

Davenport Coffee Lounge, Washington, DC

January 2022 - Present

Hours per week: 15

**Barista**

Salary: 18.00 USD Per Hour

Supervisor: Sarah Supervisor (202-888-8888) OK to contact this Supervisor: Yes

#### CUSTOMER SERVICE (100%)

- Prepare products for and serve an average of 125 customers daily, using strong attention to detail to provide quality products.
- Maintain a working knowledge of more than 25 drink menu items to ensure quick, efficient service. Receive regular positive feedback from customers and management on product quality and speed of service.
- Communicate effectively with three colleagues per shift to ensure seamless operations and high customer satisfaction. Provide assistance to colleagues at other stations as necessary, including the cash register and back office support.

District Office of U.S. Representative Carolyn B. Maloney, New York, NY

June – August 2021

Hours per week: 30

**Intern**

Supervisor: Shannon Supervisor (212-777-7777) OK to contact this Supervisor: Yes

#### CONSTITUENT AND COMMUNITY RELATIONS (60%)

- Utilized Instagram and Twitter to promote community events and increased the Congresswoman's social media followers by more than 350% by developing online relationships with local organizations.
- Developed advanced skill in the analytical functions of Instagram and Twitter, and used these data to improve online constituent and community outreach.
- Researched and responded to an average of 20 constituent questions daily on issues ranging from Medicare to veteran benefits. Conducted follow-up phone calls with constituents as needed.

- When appropriate, forwarded constituent concerns to the Congresswoman's Washington, DC office.

#### EVENT PLANNING AND COORDINATION (20%)

- Attended and provided logistical support for four community board meetings with more than 100 attendees. Set up and managed event registration tables with two interns; collaborated with on-site A/V staff to arrange and test microphones and PowerPoint presentation; served as point of contact for catering services; and addressed all logistical questions from attendees.
- Drafted and sent event summaries to three colleagues for information sharing.

#### ADMINISTRATIVE SUPPORT (20%)

- Prepared travel arrangements for three trips on behalf of two senior colleagues. Entrusted with office credit card, utilized online booking resources and confirmed arrangements with air and hotel staff.
- Staffed the front desk as needed, answering phones, greeting an average of four visitors daily and responding to general email inquiries.

### **Campus Involvement:**

Kennedy Political Union, American University, Washington, DC

January 2022 - Present

#### ***Outreach Coordinator***

- Promote annual political lecture series to more than 9,000 students using Instagram and Twitter. Utilize Instagram and Twitter analytics to evaluate the effectiveness of messages and make adjustments as necessary.
- Develop and maintain relationships with six student organizations on-campus to encourage cross-promotion of speaker events.

Clocks and Clouds, American University, Washington, DC

September - May 2021

#### ***Editorial Reviewer***

- Reviewed and provided constructive comments on three undergraduate journal submissions prior to publication.
- Shared feedback with student authors and two other reviewers and made determinations about the quality of submitted pieces.

**Computer Skills:** Microsoft Word, Excel, PowerPoint, and Outlook; Adobe Creative Suite (Photoshop, Illustrator, InDesign); SPSS; Google Analytics; WordPress; Intranet Quorum; JSTOR; Lexis-Nexis; ProQuest; Google Scholar

**Language Skills:** Advanced Spanish