

SHANICE T. WILLIAMS

Swilliamst098w@gmail.com | (714) 555-5555 | www.linkedin.com/in/shanice-t-williams098/

EDUCATION

Master of Arts in History

University of California, Irvine

Jun. 20XX

Irvine, CA

Bachelor of Arts in Philosophy

University of California, Irvine

May 20XX

Irvine, CA

LEGISLATIVE EXPERIENCE

Legislative Director

UCI Associated Graduate Students

Aug. 20XX – Present

Irvine, CA

- Analyze and prepare policy-related correspondence and memos for 2 Executive Board members
- Direct team of 10 students to promote state and federal advocacy efforts
- Advise 2 graduate students on legislative processes at local, state, and federal level
- Train team of 30 graduate students on principles of lobbying and advocacy
- Schedule lobby visits with state and federal policymakers
- Collaborate with internal and external organizations to plan and execute on-campus Census 2020 outreach strategy targeting hard-to count populations

District Representative

UCI Mandate Democracy Foundation

Aug. 20XX – Jun. 20XX

Irvine, CA

- Designed and published multiple marketing materials via social media platforms
- Coordinated outreach with 8 local businesses, nonprofits, government agencies, and media to establish partnerships
- Facilitated monthly national conference calls and partnered with district representatives to increase external partnerships nationwide
- Trained graduate students to actualize diversity, and equity, inclusion in workplace settings

Legislative Intern

Office of Congresswoman Donna Sparks

Jun. 20XX – Aug. 20XX

Washington, D.C.

- Researched legislative issues and presented memos for staff consideration
- Drafted letters to constituents regarding a variety of issues and bills
- Led 1-2 daily tours of Capitol Building to groups of 10 or more people
- Screened phone calls and recorded constituent information
- Practiced communication strategies to deliver effective presentations in a variety of settings

ADDITIONAL EXPERIENCE

Marketing and Outreach Intern

Your Future Is Our Business

Sept. 20XX – Oct. 20XX

Aptos, CA

- Drafted monthly newsletter and disseminated weekly updates to 2,000 email subscribers
- Developed organization's marketing and outreach strategy with 3 other interns
- Increased social media presence and following by 20%
- Created partnerships with 4 local business communities
- Collaborated with Board of Directors to improve community partner database

PROFESSIONAL ASSOCIATIONS

UC Irvine Associated Graduate Students

UC Irvine Public Policy Student Association

San Diego State Pi Sigma Alpha Epsilon

Jun. 20XX - Present

Oct. 20XX - Present

Jun. 20XX – Jun. 20XX