

# SHANICE T. WILLIAMS

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## EDUCATION

### Master of Arts, History

University of California, Irvine

June 20XX  
Irvine, CA

### Bachelor of Arts, Philosophy

University of California, Irvine

June 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  
Irvine, CA

Aug. 20XX – June 20XX

- 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

June 20XX – Aug. 20XX  
Washington, DC

- 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

UC Irvine Pi Sigma Alpha Epsilon

June 20XX – Present  
Oct. 20XX – Present  
June 20XX – June 20XX