

# PETER POLICY

Knoxville, TN 37920 | (555) 555-5555 | ppolicy@vols.utk.edu | linkedin.com/peterpolicy

## EDUCATION

### The University of Tennessee

Bachelor of Science, Public Affairs

Minor: French

Knoxville, TN

Expected: May 20XX

GPA: 3.76/4.00

### Universite Paris-Sorbonne, Paris, France

Spring Semester 20XX

- Successfully completed six hours of French language and culture
- Lived with a host family; spoke only French while in the home

## PROFESSIONAL EXPERIENCE

### Tennessee State House of Representatives

Nashville, TN

Intern

May 20XX - August 20XX

- Conducted policy research and tracked legislation to support staff during committee sessions
- Summarized floor sessions and legislative discussions to provide concise updates for decision-making
- Analyzed pending legislation and policy issues to equip representatives with timely information

### City of Knoxville

Knoxville, TN

Intern

January 20XX - December 20XX

- Coordinated community engagement initiatives by organizing public events, responding to resident inquiries, and supporting outreach campaigns
- Conducted research and analyzed data to support development and implementation of municipal programs across 10 city departments
- Drafted reports and communications to inform decision-making and improve program effectiveness
- Engaged with residents and community partners to gather input and support outreach initiatives across diverse populations

## LEADERSHIP EXPERIENCE

### Student Government Association

Knoxville, TN

Commuter Student Representative

April 20XX - Present

- Advocate for students by collaborating with administrators, faculty, and peers to address concerns and implement initiatives enhancing campus life
- Draft and pass legislation to improve commuter parking, contributing to a 20% decrease in parking concerns on student surveys
- Collect and analyze student feedback through surveys and forums to inform policy recommendations and campus initiatives

### Baker School of Public Policy & Public Affairs

Knoxville, TN

Ambassador

August 20XX – Present

- Represent the Baker School at official events, engaging prospective students and families to promote programs and initiatives
- Lead campus tours and presentations, communicating the school's values, culture, and academic opportunities

## SKILLS

**Language:** French (Conversational)

**Technical:** Python (Proficient), Stata (Basic)

**Policy & Communication:** Policy research, legislative analysis, stakeholder engagement, public speaking