

# Manager



Zane Rice

Easton, PA

## Job Preferences:

Desired job title:	Manager
Desired occupation:	Government Affairs
Employment type:	Full time
Career status:	Active job seeker
Available to start:	11/2021
Additional notes:	My ideal job would be one where I can put my academic and professional skills to use, utilizing my experience in data collection and research to assist my employers' in navigating government to promote their goals.

## Education:

George
Master's in Public Policy, Master
Duquesne University
Bachelor of Liberal Arts in History and Political Science, Bachelor

## Work Experience:

11/2018 – 06/2019	<p>Congressional Aide</p> <p>Office of Senator Robert P. Casey Jr.</p> <p>? Extensive knowledge and use of INTERTRAC for the office's Legislative Correspondents ? Lobbied Senators for petition signatures on bills that were being presented to the Senate floor ? In-depth primary research for legislative projects ? Educated congressional guests on the inner workings of the Federal Government ? Documented and provided briefings on meetings with interest groups, lobbyists, and other congressional aids for the Senator ? Responsible for communications in areas healthcare, the 2019 government shutdown, and education</p>
04/2017 – 08/2017	<p>Events Coordinator</p>

Junior State of America

? Assisted in the registration of students for/ coordination of Summer School programs for participating universities ? Coordinated public speaking events and embassy visits for students, alumni, and program employees ? Communicated with public and congressional offices to arrange constituent meetings ? Handled personal and confidential information on behalf of clients ? Conducted data entry of demographic information

09/2016 – 11/2016

Campaign Staffer

Presidential Campaign

? Cleared by US Secret Service ? Assisted voters with registration ? Canvassed for the Campaign to gather information for data entry ? Coordinated the set-up of Presidential Campaign rallies and events ? Accompanied security at campaign events ? Training of new staffers



## Language Skills:

n/a:

English



## Skills:

n/a:

MS Office, Outlook, INTERTRAC, Data Entry, dedicated, Fast learner, and as part of a team