

STRENGTHS

- Legislative tracking**
Daily bill and calendar review kept a supervised portfolio current. Colleagues relied on clear status notes when deadlines tightened.
- Source discipline**
Official journals, bill text, fiscal notes, and testimony were checked side by side. That habit kept briefing materials grounded.
- Clear policy writing**
Dense legal and economic material became concise memoranda and talking points. Faculty reviewers valued direct structure and careful limits.
- Spreadsheet analysis**
Excel and Google Sheets turned scattered legislative records into usable trackers. Clean tables made follow up review much easier.
- Diplomatic research**
Conversations with staff and subject matter experts stayed professional and neutral. Attribution and confidentiality shaped each exchange.

SKILLS

- Legislative research

Bill tracking
- Public policy

Legal research
- State government
- Legislative procedure
- Microsoft Excel

Google Sheets
- Quantitative analysis
- Policy memoranda

Presentations
- Deadline writing
- Ethical communication
- Stakeholder mapping
- Political research

SUMMARY

Early career **policy analyst** with approximately two years of combined **legislative research**, academic policy analysis, and supervised public sector experience. Tracks bills, amendments, committee calendars, regulations, and floor actions while assessing **policy opportunities**, implementation questions, stakeholder positions, and potential risks. Produces concise bill summaries, policy memoranda, backgrounders, presentations, talking points, and briefing materials from statutes, legal text, agency reports, testimony, fiscal notes, and public records. Advanced user of Microsoft Excel and Google Sheets for legislative datasets, evidence matrices, issue tracking, comparisons, validation checks, and presentation ready summaries. Comfortable attending hearings, meeting deadlines, editing legal text, and communicating with legislative staff, policymakers, advocates, lobbyists, and **subject matter experts** with diplomacy, source discipline, and ethical communication.

EXPERIENCE

Legislative Policy Intern

State Policy Research Internship January 2026 to May 2026 Boise, ID

Supported a supervised state policy portfolio during legislative session. Tracked daily activity, prepared sourced research materials, maintained legislative datasets, and communicated with staff and subject matter experts. Work supported timely briefing, hearing preparation, and neutral policy review.

- Tracked bills, amendments, committee calendars, and floor actions for a supervised policy portfolio.
- Prepared bill summaries separating statutory changes, **stakeholder positions**, **implementation questions**, and policy considerations.
- Built Excel and **Google Sheets** trackers for status, deadlines, sponsors, referrals, and issue categories.
- Reviewed testimony, **agency materials**, fiscal notes, and **public records** for sourced research packets.
- Observed hearings and converted notes into neutral follow up research and briefing material.
- Communicated with legislative staff and **subject matter experts** under attribution and confidentiality standards.

Policy Research Project Analyst

University Policy Lab September 2025 to December 2025 Boise, ID

Completed supervised policy analysis using statutes, regulations, agency reports, and legislative records. Built evidence systems, drafted a structured memorandum, tested source quality, and presented findings to a faculty and student panel. Work clarified policy alternatives and documented uncertainty.

- Completed policy analysis using statutes, **regulations**, agency reports, and legislative records.
- Built a **Google Sheets** evidence matrix comparing alternatives, stakeholders, constraints, and quantitative indicators.
- Drafted a policy memorandum translating legal and economic findings into structured alternatives and conclusions.
- Verified citations, distinguished primary and secondary sources, and documented uncertainty.
- Presented findings to a faculty and student panel, answering methodology and limitation questions.
- Revised final deliverables after peer review, strengthening clarity, sourcing, and evidence alignment.

Legislative Data Researcher

Capstone Project January 2025 to May 2025 Boise, ID

Analyzed a multi session state legislation dataset focused on legislative process and committee activity. Cleaned records, mapped procedural movement, reconciled official sources, and created transparent charts and tables. Work demonstrated quantitative literacy and careful interpretation of

LANGUAGES

English	Native
Spanish	Beginner

MY CAREER

0
MONTHS

legislative data.

- Analyzed a multi session state legislation dataset focused on legislative process and committee activity.
- Cleaned bill records in Excel using formulas, filters, pivot tables, and validation checks.
- Mapped bill movement through committee and floor stages while documenting procedural differences.
- Cross checked official journals and bill text to resolve inconsistent dates, statuses, and sponsors.
- Produced charts and tables supporting findings without overstating causal conclusions.
- Delivered a capstone presentation and paper demonstrating quantitative literacy and source transparency.

PROJECTS

State Legislative Evidence Matrix 📅 2025

Created a structured evidence matrix for a policy lab, bringing statutes, regulations, agency reports, stakeholder views, and quantitative indicators into one reviewable resource. Clear sourcing helped a faculty panel assess alternatives and limitations.

Committee Activity Data Review 📅 2025

Reviewed multi session legislative records and official journals to clarify committee movement, procedural differences, status changes, and sponsor information. Transparent tables supported a concise capstone presentation without overstating conclusions.

LEADERSHIP & AWARDS

- Dean's List, Boise State University, 2024 to 2026
- Undergraduate Research Showcase Participant, 2026
- Student Government Policy Committee Research Volunteer, 2024 to 2026

EDUCATION

Bachelor's Degree in Political Science

Boise State University 🎓 GPA: 4.0 📅 2026 📍 Boise, ID

Coursework: Public policy, economics, quantitative methods, legal research

CERTIFICATIONS

- Microsoft Office Specialist Excel Associate 📅 2025
- Coursera Public Policy Research Coursework 📅 2025

TECHNICAL SKILLS

- **Spreadsheet Analysis:** Microsoft Excel, Google Sheets, PivotTables
- **Legislative Research:** Bill tracking, Amendment review, Legislative calendars
- **Legal Research:** Statutes, Regulations, Bill text
- **Policy Analysis:** Policy memoranda, Backgrounders, Talking points
- **Government Research:** State government, Legislative procedures, Agency reports
- **Data Review:** Quantitative analysis, Data cleaning, Validation checks
- **Source Evaluation:** Official journals, Fiscal notes, Public records
- **Presentation Materials:** Presentations, Briefing materials, Research packets
- **Stakeholder Analysis:** Policymakers, Lobbyists, Subject matter experts
- **Legislative Communications:** Committee debates, Floor debates, Hearing notes
- **Writing Methods:** Deadline writing, Legal text editing, Concise narratives

PROFESSIONAL AFFILIATIONS

- Political Science Peer Research Group Member, 2025 to 2026
- Student Government Policy Committee, Research Volunteer, 2024 to 2026

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST