



Savannah Hutchinson

Regional Internship

☎ (518) 555-2746 ✉ savannah.hutchinson@example.com

🌐 <https://linkedin.com/example/savannahhutchinson> 📍 Albany, NY 12203

STRENGTHS

- 💬 **Constituent Communication**
Answered student questions with patience, then routed sensitive matters carefully. That small habit built trust with staff.
- 🔍 **Policy Research**
Compared legislative, agency, and academic sources for a New York study. Faculty valued clear evidence and organized notes.
- ♥️ **Written Materials**
Turned detailed findings into concise memos and presentations. Readers could separate facts from interpretation without guesswork.
- ✅ **Administrative Accuracy**
Checked forms, spreadsheets, and records before staff review. Missing details surfaced earlier, making follow through smoother.
- 💡 **Independent Initiative**
Built an issue tracker for a four student team without waiting for direction. Shared visibility helped everyone manage deadlines.

SKILLS

- Constituent communication
- Policy research
- Professional writing
- Administrative support
- Interpersonal communication
- Source evaluation Briefing memos
- Issue tracking Microsoft Word

SUMMARY

Political science undergraduate with supervised experience supporting public service research, constituent focused communication, administrative operations, and clear **written materials**. Academic work includes reviewing legislative, agency, and scholarly sources, coding 120 anonymized public comments, preparing briefing memos, and presenting findings for varied audiences. Campus service work includes maintaining records, responding respectfully to questions, routing matters to appropriate staff, preparing meeting notes, and researching local organizations. Comfortable organizing detailed information, tracking assignments, checking forms, and completing independent work within team priorities. Familiar with **Microsoft Word**, Excel, PowerPoint, **Google Workspace**, **source evaluation**, issue tracking, and professional correspondence. New York academic and community involvement provides relevant awareness of state and local public service concerns. Prepared to contribute careful research, dependable administration, and thoughtful constituent support in a regional government office.

EDUCATION

Bachelor of Arts in Political Science, Minor in International Relations

University at Albany, State University of New York 🎓 GPA: 4.0 📅 2027 📍 Albany, NY

***Coursework:** Public policy analysis, research methods, government communication, international relations*

TECHNICAL SKILLS

- **Office Applications:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- **Google Workspace:** Google Drive, Google Docs, Google Sheets
- **Research Methods:** Source evaluation, policy research, citation review
- **Public Policy:** Policy analysis, legislative review, agency research
- **Written Communication:** Research memos, briefing materials, professional correspondence
- **Records Management:** Records organization, sign up records, shared spreadsheets
- **Issue Tracking:** Excel trackers, deadlines, follow up items
- **Presentation Tools:** PowerPoint presentations, briefing slides, audience questions
- **Meeting Administration:** Meeting notes, attendance records, action lists
- **Constituent Services:** Question response, matter routing, community contacts
- **Administrative Operations:** Form review, scheduling records, routine correspondence
- **Information Organization:** Source logs, categorized comments, Google Drive files

EXPERIENCE

Public Policy Research Project

University Project 📅 January 2026 to Present 📍 Albany, NY

Conduct supervised policy research on New York public service access, combining source review, constituent concern analysis, written communication, data organization, and team presentations.

- Examined **New York** service access through supervised research and organized legislative, agency, and academic sources.
- Coded 120 anonymized public comments into clear issue categories for classroom policy analysis.
- Drafted concise **research** memos separating factual findings from interpretation with consistent citations.
- Built an **Excel** issue tracker for questions, sources, deadlines, and follow up items.
- Presented policy findings in **PowerPoint**, making detailed evidence accessible during team discussion.
- Maintained Google Drive files and completed faculty revisions for a polished policy report.

Microsoft Excel

Microsoft PowerPoint

Google Workspace

Records organization

Presentation skills

Public policy analysis

LANGUAGES

English Native

Spanish Intermediate

MY CAREER

0
MONTHS

Student Administrative Assistant

Campus Civic Engagement Office 📅 September 2025 to Present 📍 Albany, NY

Support campus civic engagement operations through constituent style communication, records maintenance, research, correspondence, meeting documentation, and accurate administrative follow through.

- Maintain sign up records, event materials, and routine correspondence for campus service programs.
- Respond to student questions and route matters requiring **staff** judgment to appropriate coordinators.
- Prepare meeting notes, attendance records, and follow up lists in **Google Workspace**.
- Research local service organizations and summarize eligibility details for supervised outreach planning.
- Review forms and spreadsheets for missing information before scheduling and outreach check ins.
- Balance independent assignments with front desk priorities while communicating respectfully with community contacts.

PROJECTS

New York Public Service Access Study 📅 2026

Research connected classroom policy analysis with community concerns, creating a clear source record, issue tracker, briefing materials, and presentation for shared discussion.

LEADERSHIP & AWARDS

- Dean's List, 2025
- Undergraduate Civic Engagement Recognition, 2026
- Student Research Presentation Honorable Mention, 2026

CERTIFICATIONS

- Writing in the Sciences and Professional Contexts 📅 2026
- Research Ethics and Responsible Information Use 📅 2026

PROFESSIONAL AFFILIATIONS

- Campus Civic Engagement Council, Student Volunteer Coordinator, 2026 to Present
- Model United Nations, Research Team Member, 2025 to Present
- Peer Writing Center, Volunteer Workshop Facilitator, 2026 to Present

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST