

FIRST NAME LAST NAME (PRONOUNS)

emailaddress@bu.edu • phone number • city & state (address) • LinkedIn profile

EDUCATION

Boston University | Boston, MA

Bachelor of Arts in Political Science, Minor in Sociology

May 2026

- GPA: 3.8
- Relevant Coursework: Comparative Public Policy, International Political Economy, Women and Politics, Modern Political Theory

RELEVANT EXPERIENCE

City of Boston | Boston, MA

Jun 2024 - Present

Government Relations Intern

- Assist in monitoring and analyzing legislative developments and policy trends affecting the City of Boston.
- Draft memos, briefings, and reports on policy issues for internal and external stakeholders.
- Participate in meetings with 15+ policymakers and government officials on a weekly basis, providing detailed notes and summaries to direct supervisor and entire team.

Department of Political Science at Boston University | Boston, MA

Sep 2023 - Apr 2024

Policy Research Assistant

- Conducted research on political behavior and voting patterns of Suffolk County residents aged 34-50 for a faculty-led study.
- Performed data analysis using R and Excel and displayed results using Microsoft PowerBI for clear and concise reporting to faculty audience.
- Assisted in preparing reports and presentations for conferences and academic publications, including a presentation at the American Political Science Association's 2024 Annual Conference.

LEADERSHIP EXPERIENCE

Allianza Latina @ Boston University | Boston, MA

Mar 2022 - Present

Event Coordinator

- Plan and coordinate 2 annual large-scale events with 100+ attendees and weekly club meetings.
- Oversee club budget of \$3000 in the planning, organization, and implementation of events.
- Coordinate with Student Activities Office to promote events on campus-wide social media to 200k+ followers.

Matriculate | Boston, MA

Jan 2022 - May 2023

Ambassador

- Supported 300+ high school and early college students in greater Boston area with transition to campus life.
- Worked with Editor-in-Chief of blog to write and publish stories relating to the college experience for underserved communities, contributing 4+ articles per month.
- Managed event operations for students and alumni, including the ideation, organization, and execution of a workplace panel of 4 highly skilled recruiters & career services leaders to support Matriculate talent.

PROJECTS

Boston University | Boston, MA

Sep 2022 - Present

- Voter Engagement Initiative: led a campus-wide initiative aimed at increasing voter registration and turnout among university students.
- Environmental Policy Advocacy Project: participated in an environmental advocacy campaign focused on promoting sustainable practices within local government agencies.

SKILLS

Technical: Microsoft Excel (Advanced), R, SPSS, STATA, Microsoft PowerBI, Adobe Premiere Pro

Language: Fluent in Spanish, Intermediate in French