

Emily Hamilton

☎ (517) 555-6831 ✉ emily.hamilton@example.com 💻 linkedin.com/example/emilyhamilton 📍 East Lansing, MI 48823

SUMMARY

Early career public policy graduate with supervised experience researching proposed legislation, administrative services, government transparency, and **Freedom of Information Act** processes. Completed applied work across procurement, facilities, information technology, budgeting, fleet services, public records, constituent communication, and legislative engagement. Built legislative tracking tools, prepared policy memoranda, developed hearing materials, mapped stakeholders, and organized source documentation for faculty reviewed projects. Research experience includes coding 120 documents, creating records request process maps, testing response workflows, and presenting findings to academic audiences. Clear writing supports **briefing materials**, correspondence, **constituent responses**, and concise explanations of policy effects. Organized coordination habits support accurate inquiry tracking, responsive communication, careful records handling, and productive relationships with leadership, agencies, legislators, **executive branch offices**, and external stakeholders.

EDUCATION

Bachelor's Degree in Public Policy
Michigan State University GPA: 0
Coursework: Legislative analysis, public administration, government transparency, policy research

2026
East Lansing, MI

TECHNICAL SKILLS

- **Legislative Research:** Bill analysis, statute review, legislative tracking
- **Policy Writing:** Policy memoranda, briefing materials, correspondence
- **Public Records:** FOIA, public information, records handling
- **Research Methods:** Source review, evidence coding, citation tracking
- **Office Applications:** Microsoft Excel, Microsoft Word, spreadsheets
- **Hearing Preparation:** Issue summaries, anticipated questions, response notes
- **Stakeholder Analysis:** Stakeholder mapping, constituent inquiries, agency coordination
- **Administrative Services:** Procurement, facilities, information technology
- **Financial Operations:** Budget management, fiscal context, financial research
- **Government Operations:** Fleet operations, leasing, construction
- **Communication:** Plain language, public engagement, executive correspondence

SKILLS

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|------------------------------|-------------------------|---------------------------|--------------------------|
| • Legislative Analysis | • Legislative Inquiries | • Stakeholder Mapping | • Research Documentation |
| • Policy Research | • Hearing Preparation | • Public Administration | • Professional Writing |
| • FOIA Fundamentals | • Policy Memoranda | • Government Transparency | • Microsoft Excel |
| • Constituent Correspondence | • Briefing Materials | • Records Workflow | |

EXPERIENCE

Legislative Policy Analysis Capstone
Capstone Project

January 2026 - May 2026
East Lansing, MI

Completed supervised **policy analysis** for simulated state administrative services legislation, supporting research, briefing, **hearing preparation**, and leadership decision making across procurement, facilities, and technology operations.

- Analyzed simulated **administrative services** bills, documenting implementation effects across procurement, **facilities**, and technology operations.
- Built a tracking workbook for 18 measures, recording sponsors, committees, amendments, functions, sources, and open questions.
- Prepared three **policy memoranda**, connecting statutory language, operating context, stakeholder concerns, and briefing options for leadership.
- Developed mock hearing materials with issue summaries, anticipated questions, source notes, and concise response language.
- Cross checked government sources and citations, producing a traceable **research** file that met capstone review standards.
- Presented findings to faculty and student leaders, answering questions about implementation, coordination, and public communication.

Public Administration Research Assistant
University Research Lab

September 2025 - December 2025
East Lansing, MI

Supported supervised research on **government transparency** and **public information** administration, producing organized findings, records workflow analysis, and documentation for faculty review.

- Reviewed state guidance, records workflows, and academic literature related to **Freedom of Information Act** operations.

- Coded 120 documents by request type, response stage, exemption category, timing, and communication pattern.
- Drafted research summaries separating source findings from interpretation for discussions of timeliness, records handling, and public access.
- Created and tested an intake, routing, review, response, and closure map against sample information requests.
- Maintained organized source files and versioned notes, supporting reproducible review by faculty and student researchers.
- Presented **transparency** workflow findings and incorporated faculty feedback into a final research brief.

Constituent Services and Legislative Engagement Simulation

January 2025 - April 2025

Course Project

East Lansing, MI

Completed supervised public sector simulation focused on constituent inquiries, legislative correspondence, stakeholder engagement, and policy research for a hypothetical administrative agency.

- Triaged 30 **constituent requests** by topic, urgency, information need, and responsible program area.
- Drafted constituent letters and legislative responses using documented facts, plain language, and instructor reviewed revisions.
- Researched budgeting, **procurement**, fleet services, and public facilities issues, summarizing evidence without overstated conclusions.
- Mapped **legislators**, **executive branch offices**, agency programs, and external groups for a simulated policy initiative.
- Prepared briefing notes for a mock committee hearing, linking stakeholder concerns with accurate background information.
- Reviewed exercise results and identified stronger methods for research organization, **correspondence**, and **response tracking**.

PROJECTS

Public Records Workflow Study 📅 2025

Mapped intake, routing, review, response, and closure steps for public information requests, then tested sample cases to identify unclear handoffs and documentation needs.

Administrative Services Legislative Tracker 📅 2026

Created a source based tracker for 18 simulated measures involving procurement, facilities, and technology operations, supporting weekly review of sponsors, amendments, and implementation questions.

LEADERSHIP & AWARDS

- Dean's List, Michigan State University, 2024 to 2026
- Public Policy Capstone Research Recognition, 2026
- Undergraduate Civic Engagement Scholarship, 2025

CERTIFICATIONS

- Writing in the Sciences 📅 2025
- Public Records and Government Transparency Fundamentals 📅 2026

PROFESSIONAL AFFILIATIONS

- Student Policy Forum, Research Coordinator, 2025 to 2026
- Campus Civic Engagement Program, Peer Volunteer, 2024 to 2026
- Undergraduate Policy Review, Student Editor, 2025 to 2026

LANGUAGES

- English (Native)
- Spanish (Beginner)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST