

Callie Escobar

Legislative Liaison, Public Policy and Government Affairs

📞 (571) 555-4826

✉ callie.escobar@example.com

🌐 linkedin.com/example/callieescobar

📍 Alexandria, VA 22314

STRENGTHS

- 🔍 **Legislative Analysis**
Turned fast moving bills and appropriations proposals into practical choices, helping leaders see operational effects before decisions were made.
- ♥ **Executive Briefings**
Prepared concise issue papers and presentations for elected officials, earning confidence when complex policy needed a clear explanation.
- 👥 **Stakeholder Coordination**
Brought departments, associations, consultants, and legislative partners into focused discussions, keeping shared priorities moving forward.
- ➦ **Session Response**
During compressed legislative calendars, convened subject matter leaders quickly and delivered grounded recommendations for urgent amendments.
- 🏠 **Strategic Planning**
Built annual legislative priorities from department input and policy research, giving executives a practical path from goals to action.

SKILLS

Federal Legislative Process

State Legislative Process

Appropriations Analysis

Legislative Affairs

Local Government Administration

Intergovernmental Relations

Legislative Strategy

Policy Analysis Strategic Planning

Executive Briefings

Project Management

SUMMARY

Legislative affairs and local government professional with 9 years of experience shaping public policy strategy, intergovernmental relations, **appropriations** analysis, and complex initiatives for municipal and regional organizations. Holds a **Master of Public Administration** and applies practical knowledge of federal and **state legislative processes** to assess operational, fiscal, and service delivery effects. Advises **elected officials**, executive leaders, and department directors through concise briefs, presentations, issue papers, testimony, and talking points. Coordinates legislative agendas, consultant contracts, association partnerships, and concurrent initiatives during demanding legislative sessions. Brings sound judgment, clear communication, and steady stakeholder coordination to government affairs programs that require timely analysis and durable relationships.

EXPERIENCE

Senior Legislative Affairs Manager, Municipal Government

Potomac Valley Municipal Authority 📅 July 2022 to Present 📍 Arlington, VA

Direct federal and state **legislative strategy** for a multiservice local government organization, connecting executive priorities, department needs, and advocacy partners with timely policy action.

- Built annual legislative agenda across transportation, safety, health, infrastructure, parks, and economic development.
- Tracked bills and **appropriations** proposals, producing executive briefs on fiscal and operational implications.
- Prepared **elected officials** for congressional and state meetings through issue papers, presentations, and talking points.
- Managed two **government relations** contracts, aligning consultant deliverables with approved organizational positions.
- Coordinated evening and weekend responses during sessions, delivering recommendations on amendments and special session actions

Legislative and Policy Manager, Regional Public Services

Capital Region Public Services Council 📅 March 2020 to June 2022 📍 Falls Church, VA

Managed state and federal policy initiatives affecting regional public services, coordinating cross department analysis, executive recommendations, association engagement, and consultant milestones.

- Maintained issue plans from legislative concepts through committees, budget negotiations, and final disposition.
- Evaluated statutory and **appropriations** changes with finance, legal, operations, and program leaders.
- Created briefing decks and testimony for executives engaging officials, legislative staff, and public sector associations.
- Led policy working sessions that established unified positions and clarified implementation concerns.
- Tracked consultant assignments and commitments, improving visibility across compressed session calendars

Intergovernmental Affairs Analyst, Regional Planning

Chesapeake Regional Planning 📅 August 2017 to February 2020 📍 Richmond, VA

Analyzed legislation and budget proposals for regional programs, supporting policy leaders and participating jurisdictions with accurate tracking, practical assessments, and organized legislative engagement.

- Prepared impact assessments on state legislation and budget proposals affecting local programs.
- Verified committee developments and bill changes, surfacing matters requiring legal or operational review.

Consultant Contract Management

Stakeholder Engagement

Written Communication

Verbal Communication

LANGUAGES

English Native

Spanish Intermediate

MY CAREER

0 MONTHS

- Drafted memoranda, correspondence, meeting materials, and presentations for legislative discussions.
- Coordinated legislative office meetings with agendas, background materials, decision notes, and follow up records.
- Gathered department input for annual priorities, documenting local government effects and policy rationale

Policy and Project Analyst, Public Sector Research

Virginia Civic Policy Institute 📅 October 2015 to July 2017 📍 Richmond, VA

Managed policy research projects for public sector clients, translating statutes, budget documents, committee materials, and stakeholder input into clear recommendations and presentations.

- Synthesized statutes, budget documents, and committee materials into practical client analyses.
- Managed research schedules, deliverables, review checkpoints, and stakeholder interviews across concurrent assignments.
- Prepared reports and presentations that explained complex policy topics for varied audiences.
- Monitored legislative calendars and votes, maintaining accurate summaries of amendments and emerging issues.
- Facilitated practitioner sessions that compared policy alternatives and documented operational concerns

PROJECTS

Regional Legislative Priority Framework 📅 2022

Created a coordinated framework for annual priorities, combining department input, legislative research, operational effects, and executive decision points.

Appropriations Impact Briefing Program 📅 2021

Built a repeatable briefing approach that translated federal and state budget activity into clear fiscal and service implications.

Cross Jurisdiction Advocacy Initiative 📅 2019

Coordinated shared issue analysis among local government partners, supporting aligned advocacy and preserving organization specific priorities.

LEADERSHIP & AWARDS

- Recognized by executive leadership for clear legislative briefings during high pressure session activity.
- Selected to coordinate regional policy work involving departments, elected officials, consultants, and association partners.
- Commended for dependable legislative tracking and concise analysis supporting timely public sector decisions.

EDUCATION

Master of Public Administration

Virginia Commonwealth University 🎓 GPA: 4.0 📅 2015 📍 Richmond, VA

Coursework: Public Policy, Government Finance, Organizational Management, Program Evaluation

Bachelor of Arts in Political Science

James Madison University 🎓 GPA: 4.0 📅 2013 📍 Harrisonburg, VA

Coursework: American Government, Public Policy, State Politics, Political Institutions

CERTIFICATIONS

- Public Policy Analysis Certificate 📅 2016
- Government Relations Management Certificate 📅 2018

TECHNICAL SKILLS

- **Legislative Processes:** Federal legislation, State legislation, Committee activity

- **Appropriations:** Federal appropriations, State appropriations, Budget amendments
- **Policy Analysis:** Impact assessments, Statutory review, Operational analysis
- **Government Affairs:** Legislative strategy, Lobbying activity, Government relations
- **Local Government:** Municipal administration, County issues, Public services
- **Strategic Planning:** Legislative agendas, Program strategy, Priority setting
- **Project Management:** Concurrent initiatives, Milestone tracking, Executive projects
- **Executive Communication:** Issue papers, Briefing decks, Talking points
- **Public Presentations:** Executive presentations, Written testimony, Meeting presentations
- **Stakeholder Relations:** Elected officials, Department leaders, External stakeholders
- **Consultant Management:** Consultant contracts, Scope management, Deliverable review
- **Association Relations:** Municipal associations, County associations, Intergovernmental associations

PROFESSIONAL AFFILIATIONS

- National Association of Counties, public policy and intergovernmental affairs participation.
- Virginia Municipal League, legislative and local government policy engagement.
- American Society for Public Administration, public administration professional community.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST