

Career Center

Public Policy Resume Example

Rodrigo Venito

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EDUCATION

Duke University, Trinity College of Arts and Sciences, Durham, NC

B.A. Expected May 2017

Major: Public Policy, Minor: Economics

GPA 3.41, Dean's List Spring 2014-Spring 2016

Relevant Coursework: Policy Analysis, Microeconomics, First Amendment in the Digital Age, Spanish

RESEARCH & POLICY EXPERIENCE

WebMD – Business Operations Intern, New York, New York

Summer 2016

- Created a statistical model using the Workfront Project Management System, Pivot Tables, and V-lookups to project staffing needs for 5 departments on a quarterly basis
- Presented findings to Sr. Vice Presidents of Business Operations and Finance; model to be implemented next fiscal year
- Interviewed all departmental resource managers about current team systems and presented recommendations to a panel of Vice Presidents on maximizing system efficiency and strategic consolidation
- Coordinated weekly project kickoff meetings for one of Medscape's 7 main advertising packages; communicated project details from the account managers to the creative and marketing teams
- Assisted marketing team in tracking project guarantees by entering new contract information into SharePoint database
- Managed \$5,000 Account Manager training initiative by developing on-boarding binders for 12 new hires and consulting with Account Managers on essential training topics

Brady Campaign & Center to Prevent Gun Violence – Organizing/Campaigns Intern, Washington, D.C.

Summer 2015

- Scheduled and coordinated 80 meetings with Congress members for campaigns team as part of National Lobby Day
- Created a 55-page reference guide providing legislative breakdown and firearm statistics for every state
- Tracked key votes and expenditures by the NRA to be calculated into a Congressional Scorecard
- Researched 12 legislative targets and provided organizing team with bi-weekly updates
- Revamped the Brady Campaign materials presented to school and university groups visiting the headquarters

Broadridge Financial Solutions – Sales and Marketing Intern, New York, New York

Summer 2014

- Led the overhaul of the Salesforce.com archives and updated client information for senior sales executives
- Created PowerPoint presentations and surveys to assist Sales team's strategy and training for offsite conference
- Tested the new internal website before launch and reported bugs to the Digital Marketing Team
- Coordinated and executed an English as a Second Language Program; instructed employees twice a week

SELECTED LEADERSHIP & CAMPUS/COMMUNITY INVOLVEMENT

Duke University Marching and Pep Band – President (2015-2016), Duke University

Fall 2013-Present

- Oversee all aspects of the organization including budgeting, planning, and developing band policy in collaboration with the director and officers, lead bi-weekly meetings with the 25-person leadership team
- Serve as principal student liaison between Duke administration and our 135 members
- Developed and implemented strategies to improve member recruitment and retention; updated website and developed social media marketing plan; increased membership by 28% and social media followers by 17%

Moot Court – President (2016-2017), Duke University

Fall 2014-Present

- Manage \$10,000 budget and coordinate fiscal details for the travel team and annual high school tournament
- Lead travel team recruitment and selection narrowing 75+ candidates to a select group of new members
- Supervise the weekly competition preparation of the 25 travel team members and serve as chief justice during debates
- Coordinate an annual 3-day high school conference of 100+ high school competitors

Bounce Back Kid's Student Basketball Marathon – Sponsorship Chair, Duke University

Fall 2013-Fall 2014

- Raised \$5,000 for Duke and UNC hospitals by organizing a 12-hour basketball marathon with over 300 participants
- Established corporate sponsorships promoting business online and at the marathon to realize an additional \$2,000

El Hogarcito Azul – Volunteer, Turrialba, Costa Rica

Spring 2014

- Tutored and served as a caretaker for children in an orphanage for one week as part of a Duke service trip
- Remodeled facilities with a team of 8 volunteers to increase safety and sanitation

SKILLS

Language: Advanced conversational and compositional Spanish

Computer: Microsoft Excel, SharePoint, Workfront Project Management Software, intermediate R and SAS programming

