**KATE KAMBER**

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**OBJECTIVE**

Seeking internship working with public affairs or government relations for Summer 2011.

**SUMMARY OF QUALIFICATIONS**

• Five years of government and public relations experience with well-developed administrative, research and analytical skills.

• Extensive understanding of public policy – most notably in the areas of transportation, education, environmental sustainability, and health information technologies.

**EDUCATION**

**University of Virginia**, Charlottesville, VA, Bachelor of Arts in Government & Political Affairs, Expected May 2012

• Dean’s List

• Major GPA: 3.75

• Awarded 2nd place in Miller Center Undergraduate Research Award Competition (April 2010)

**Florence University of the Arts** (study abroad), Florence, Italy (Summer 2010)

**College of William and Mary**, Williamsburg, VA (August 2008 – May 2009)

**The Madeira School**, McLean, VA (August 2004 – May 2008)

**PROFESSIONAL EXPERIENCE**

(May 2009 - Present) **Government Relations Associate** - Smith, Dawson & Andrews, Washington, DC

• Supported senior staff, tracked legislation, researched policy issues, helped develop client strategy, produced proposals for potential clients, communicated/managed clients’ legislative agendas and priorities and maintained regular contact and interaction with regulatory agencies, members of Congress and public officials.

• Increased office productivity: Educated senior staff members in maximizing the utility of the firm’s electronic subscriptions (CQ, Leadership Directories, National Journal) and Internet databases (OpenSecrets.org, THOMAS, LexisNexis).

(May 2008 - Aug. 2008) **Executive Assistant -** Apex CoVantage, global data consulting firm, Herndon, VA

• Planned company-wide event, which entailed researching venues, communicating with service vendors, and maintaining a thorough record of all personal dealings on behalf of the company. Extended personal experience in handling corporate responsibilities and enhanced ability to adapt and communicate in previously unfamiliar situations and environments.

(Oct. 2007 - May 2008) **Marketing and PR Intern** - Arnold Worldwide, McLean, VA

• Organized advertising portfolio for 2008 Blue Cross Blue Shield Outreach Campaign.

• Researched competing brands and recorded key differences in benefits and restrictions across various packages and offers.

(Oct. 2006 - May 2007) **Legislative Intern** - Office of Senator John D. Rockefeller IV (D-WV), Washington, DC

• Crafted policy briefings for the Senator regarding the issues of welfare benefits and employee classification standards.

(Sept. 2005 - May 2006) **Administrative Intern** - Children's National Medical Center, Washington, DC

• Served as receptionist, managed front lobby, and performed various administrative tasks.

**PUBLICATIONS**

“Technology Wins in a Landslide: The Transformation of the Political Battlefield through Social Media Networking.”

*Virginia Policy Review*. Spring 2011. Volume 4, Issue 2.

**MEMBERSHIP & ASSOCIATIONS**

Society of Professional Journalists; Young Consultants of D.C. (YCDC); Young Government Leaders (YGL); Pi Beta Phi and Relay for Life

**CERTIFICATIONS & PROFICIENCIES**

* Demonstrated skill working with Microsoft Office Suite (databases, word processing, mail merges, spreadsheets, email and online communications); referred to as the "Excel guru" in past offices
* Social media leveraging: Web 2.0 experience with blogging, wikis, tagging (Digg, Delicious), as well as social networking & digital platforms (Facebook, Twitter, LinkedIn, Identified, Foursquare)
* Proficient in MINITAB, JAVA, PhotoShop, InDesign
* HTML experience – designed website for local community action agency
* Certified by Institutional Review Board to conduct methods of social and behavioral research for professional analysis