

PHILLIP J. ORLANDO

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OBJECTIVE

To secure a position in community relations

EDUCATION

Bachelor of Arts in Political Science, December 20XX
State University of New York College at Buffalo
100% self-supporting through college

RELATED EXPERIENCE

U.S. Senate Intern, September 20XX-May 20XX

Western New York Office of Senator Hillary Rodham Clinton, Buffalo, New York

- Served as a liaison between constituents and various government agencies
- Researched and organized constituent communications and correspondence
- Drafted letters and reports to various constituencies and organizations on Federal legislation and Federal/State agency responses to constituent inquiries
- Represented the Senator at public meetings and community events

Public Relations Coordinator, September-December 20XX

Center for Applied Research in Urban and Regional Development, Buffalo, New York

- Prepared press releases, arranged media coverage, and coordinated press conferences
- Developed a legislative contact and resource file
- Reorganized and updated media resource files

PUBLICATIONS

The Buffalo Evening News, March 20XX

Buffalo, New York

- Wrote END OF A NEW ERA, an article concerning the economic plight of small business in Buffalo, New York

Buffalo State Record, November 20XX

State University of New York College at Buffalo, November 20XX

- Authored ON-LINE ANTI-WAR PROTESTS, a commentary discussing how technology has changed traditional campus activism

ACTIVITIES

College Senator, January-May 20XX

State University of New York College at Buffalo

- Elected to serve on a college-wide policy advising board composed of administrators, faculty, staff, and students

Students Against Multiple Sclerosis Volunteer, September-December 20XX

State University of New York College at Buffalo

- Arranged conferences with local and state officials
- Prepared letters requesting support from various legislators

WORK EXPERIENCE

Office Assistant, summer and winter recess, 20XX -20XX

AMF, Inc., Westbury, New York

- Operated office and mail equipment

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint, Publisher, and Outlook), Internet Explorer and Netscape