

MATTHEW JOHNSON

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PROFILE

- ◆ Background encompasses experience in political campaigns, public policy research, personnel administration, feasibility studies and interfacing with governmental agencies.
- ◆ Possess ability to develop and maintain key relationships with decision makers at all levels.
- ◆ Ideal position will capitalize on strengths and offer opportunities for personal and professional growth.

EDUCATION

Bachelors of Political Science, emphasis in Public Administration and American Government State University May 2002

EXPERIENCE

Grass Roots Coordinator September 2002 - Present
Congressman Ted Smith 2002 Campaign, Anytown, State

- ◆ Manage up to 130 volunteers whose primary responsibility is to communicate issues and campaign information to the voting public.
- ◆ Assign volunteers to various methods of communication duties including phone bank, canvassing, sending invitations to events and newsletter distribution.
- ◆ Developed multiple telephone scripts to more effectively qualify the individuals to whom the volunteers come into contact with.

Research Assistant to Representative David Davis January 2002 – April 2002
State House of Representatives, Anytown, State

- ◆ Investigated information on public and legislative policies on the local, state and international level for an Idaho State Representative.
- ◆ Conducted research, within strict time guidelines, utilizing information from the State Law Library, Department of Education, State Police Agencies and the Internet.
- ◆ Documented all pertinent information for bills to assist in policy debate and legislative outcome.

Assistant Research Coordinator August 2001 – May 2002
State Administrative Rules Coordinator, Anytown, State

- ◆ Performed research on the Administrative Law, which governed the State.
- ◆ Developed and maintained the database used to track changes to the Administrative Code
- ◆ Ensured various agencies acted within the realm of the Administrative Rules, which included publication of proposed rule changes and laws, which had been enacted.
- ◆ Interfaced on a daily basis with individuals from the Department of Agriculture, Health and Human Services, Education and the Governors office, ensuring a thorough understanding of the process involved.

Co-Lead Researcher May 2001 – August 2001
Parent Support Project, Anytown, State

- ◆ Prepared research and detailed information on alternative assisted technology for parents with physical disabilities for sustained independent living.
- ◆ Compared and contrasted the current Health and Welfare system, which involved cost analysis of an Aid Attendant versus implementing assisted technology.

HONORS

- ◆ Outstanding Undergraduate Research Award, College of Social Sciences and Public Affairs, State University.
- ◆ Appreciation of Research Award, State House of Representatives.
- ◆ Concluding Speaker for Internship Night, Political Science Department Internship Program, sponsored by the Political Science Association at State University.