

Elizabeth K. Farnum

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608 Massachusetts Avenue NE | Washington D.C. 20002

Education

The University of Georgia

Bachelor of Arts in International Affairs and Political Science

Athens, GA

December 2018

Professional Experience

Representative Drew Ferguson (GA-03)

Congressional Intern

Washington, D.C.

January 2018-Present

- Conduct research for legislative staff
- Draft vote and cosponsor recommendations, write memos
- Attend briefings, hearings and panels on behalf of the office
- Assist with scheduling of daily meetings and events to maximize the Congressman's time
- Answer constituent phone calls, address questions and concerns
- Manage data assembly and entry into Internet Quorum Government data system
- Greet guests and assist with other administrative tasks
- Provide Capitol tours to visiting constituents

Other Work Experience

Target

Customer Service Associate

Athens, GA

March 2016- November 2017

- Addressed concerns and answered questions about pricing and merchandise
- Fixed mistakes and adjusted prices to match competitors
- Maintained proficiency in technology including: assistance with gift registry set up, inventory and sale of ship-to-store online orders and standard point of sale software
- Assisted guests with returns and exchanges of store merchandise

Whitlow Elementary School

After School Program Aide

Cumming, GA

August 2014- May 2015

- Provided for the entertainment and safety of children from ages 4-11
- Provided daily help and guidance with homework

Volunteer Experience

- Athens Area Humane Society
- The Place of Forsyth County
- Food for Thought Project
- Next Generation Focus Tutoring

Achievements, Honors and Activities

- University of Georgia Washington Semester Program, Spring 2018
- Sigma Iota Rho International Relations Honor Society
- Zell Miller Scholarship Recipient
- Dean's List (3 Semesters)