

Tiffany L. Gilligan

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EDUCATION

American University, Washington, DC

December 2020

Bachelor of Arts in Interdisciplinary Studies: CLEG (*Communications, Law, Economics, and Government*); Minor: *Justice*

Honors: SPA Leadership Program, Dean's List (Fall 2017-present)

GPA: 3.83/4.0

EXPERIENCE

National Sheriffs' Association

Washington, DC

Government Affairs and Professional Development Intern

August 2019-Present

- Research criminal justice legislation, draft policy memos, attend criminal justice hearings, and write letters to increase professionalism in law enforcement

New York State Senator Pamela Helming

Geneva, NY

Constituent Services Assistant

July 2019-August 2019

- Corresponded with 200+ constituents by answering phone calls, writing letters, and interacting with the community at events on behalf of the Senator
- Converted talking points for 100+ events to 5+ folders in Z-drive for enhanced organization and readability
- Navigated a contact database, BlueBird, to update cases, maintain up-to date contacts, and record constituent inquires and concerns regarding legislation and local issues

Campaign for the Fair Sentencing of Youth

Washington, DC

Communications, Legal, and Policy Intern

January 2019-May 2019

- Crafted 50+ letters to incarcerated individuals to offer support, references, and general information
- Researched, collected, and compiled data on relevant legislation and individuals serving juvenile life without parole around the country
- Authored 2 Op-Ed pieces regarding juvenile justice legislation in Oklahoma

New York State Senator Pamela Helming

Geneva, NY

Legislative Intern

May 2018-August 2018

- Authored 30+ congratulatory letters to constituents and local officials regarding awards/recognition
- Consolidated 400+ constituent emails into about 10 groups for easier navigation and faster response time
- Formulated 3 Excel spreadsheets for Senator's business information

CAMPUS INVOLVEMENT

SPA Leadership Program

Washington, DC

Interclass and Community Co-Coordinator

May 2018-May 2019

- Orchestrated 8 program-wide events, along with 2 co-coordinators, for 100+ people with the themes of community exploration, mentorship, and program bonding
- Promoted and facilitated interclass relations with innovative communication ideas, social media utilization, program newsletters, and public speaking techniques

Democracy Matters

Washington, DC

Director of Outreach

April 2018- May 2019

- Corresponded with local organizations regarding training and lobbying opportunities for 68 members
- Studied the history of local campaign finance reform organizations and legislation for 3 presentations

Alpha Kappa Psi: Professional Business Fraternity

Washington, DC

Community Service Director and Angel Brother

February 2018-December 2018

- Organized a Brotherhood event with Making Strides Breast Cancer Walk to raise over \$900
 - Completed a rigorous 8-week program which included a case competition (runner up) and practice of professional development skills, presenting, and public speaking
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SKILLS

- *Computer:* Word, PowerPoint, Excel, Salesforce