

Billie Beach

Carson, CA 90745 | Billie.Beach49@gmail.com | (562) 985-4151

Education

California State University, Long Beach (CSULB)
Bachelor of Arts in Political Science

Expected: May 2023

Relevant Courses

- The United States Congress
- Public Policy Analysis
- Parties, Campaigns, and Elections
- Law and Social Change
- Constitutional Law
- Public Policy

Relevant Experience

Associated Students Inc. Student Government, CSULB
Elections Chair

January 2022 – Present

- Oversee and manage a budget of \$15,000 to strategically plan events and market the election process.
- Coordinate the execution of the election process for a diverse student population by developing and implementing various outreach programs and events.
- Recruit and train 7 election committee members to lead outreach events by collaborating with various departments and administrators across CSULB.
- Market important information and opportunities by effectively utilizing communication outlets such as flyers, social media, email, and banners.

District Office, Torrance, CA

August 2021 – May 2022

U.S. House of Representatives, Congressional Intern

- Assisted Congressional representative and staff members with clerical duties such as scheduling appointments, filing, processing correspondence, creating reports, and assessing constituent paperwork.
- Observed Congress firsthand while attending meetings, hearings and briefings to stay informed on current legislative issues.
- Handled a variety of sensitive and confidential information to ensure safety and privacy of constituents.

Honors and Organizations

Political Science Student Association, President
Golden Key Honor Society, Member

January 2021 – Present

August 2021 – Present

Skills

Computer Skills: Proficient in Microsoft Word, PowerPoint, and Excel

Language Skills: Conversational Proficiency in French