

Susan Senior

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EDUCATION

Syracuse University, College of Arts and Sciences, Syracuse, New York

B.A., Economics and Political Science; Public Communication minor, May 200x
3.66 GPA

Tsinghua University, Beijing, China

Chinese Language Study Abroad Program, Fall 200x

PROFESSIONAL EXPERIENCE

Intern, United States Environmental Protection Agency, Washington, D.C.

Summer '0x

- Compiled contamination and regulation statistics pertaining to drinking wells
- Prepared public self-help information for safe drinking water and source water protection
- Evaluated and provided feedback to redesign USEPA Groundwater website
- Participated in educational outreach activities

Intern, Office of Assembly Member William Colton, New York State Assembly

Spring '0x

- Prepared bill memos and conducted research on potential topics to introduce as legislation; resulted in a report on feasibility of electronics recycling in New York
- Drafted form letters and individualized responses to constituents
- Researched and prepared scripts for Mr. Colton's weekly television show
- Prepared press releases pertaining to Mr. Colton's community activism
- Met with lobbyists and attended public hearings

Intern, Asian Americans for Equality, New York, NY

Spring '0x

- Researched legislation relating to housing regulation
- Prepared leases and letters to tenants
- Handled confidential information about tenants using Microsoft Access
- Maintained tenant files of 20 apartment buildings
- Provided translation services for community members

LEADERSHIP EXPERIENCE

Student Association (Student Government)

Fall '0x – Pres.

Undergraduate Senator

- Student representative on the Academic Affairs Committee

Board of Elections and Membership Chairperson

- Organized and coordinated campus-wide election of the student body president and comptroller
- Presided at hearings related to election code violations
- Responsible for retention and recruitment of new assembly members

Maxwell School of Citizenship Political Research Center

Fall '0x – Pres.

Research Assistant

- Conducted political surveys over the phone

Learning Communities Advisory Board

Fall '0x – Spr '0x

Chief Finance Officer

- Responsible for a \$12,000 program budget
- Organized and planned campus wide activities for learning communities

Learning Communities Representative

ACADEMIC AWARDS AND HONORS

200x Benjamin A. Gilman Scholarship Recipient

Phi Sigma Pi National Honors Fraternity, Beta Epsilon Chapter

200x International Leadership Foundation Fellow

SKILLS

Fluent in Chinese (Cantonese and Mandarin), proficient in Microsoft Office, computer research skills