

# MADISON A. CRAWFORD

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Georgetown University, Box 00001  
Washington, DC 20057  
(202) 123-4567  
mac555@georgetown.edu

## EDUCATION

**Georgetown University**, Georgetown College, Washington, DC

Bachelor of Arts, May 2011

Major: Government, Cumulative GPA: 3.5/4.0, Major GPA 3.8/4.0, Dean's List (2 Semesters)

**Georgetown University's Villa le Balze**, Florence, Italy

Fall 2009; one of 30 Georgetown students selected to participate in the program

## EXPERIENCE

**The Office of Congressman Waxman**, Washington, DC

*Congressional Intern*, January 2010 – May 2010, January 2011 – Present

- Research and analyze policy on climate change for the Committee on Energy and Commerce
- Read and draft responses to bill legislation and press releases
- Engage and respond to constituents via phone, email and in-person
- Attend Congressional sessions and briefings, creating summary memos for Congressman Waxman

**The Georgetown Times**, Georgetown University, Washington, DC

*Assistant Leisure Editor*, August 2009 – Present

- Assist Leisure Editor in copy management, article planning and layout for monthly publication
- Write reviews and feature stories with an emphasis on international films
- Train writers and assistants for distribution of over 2,500 weekly issues

*Staff Writer*, October 2008 – May 2009

- Wrote weekly reviews and feature stories on topics such as university and community relations
- Interviewed nationally recognized stand-up comic and wrote front page article

**Calvert County State's Attorney**, Prince Frederick, MD

*Legal Intern*, June – August 2008, June – August 2009

- Conducted extensive legal research to create an Excel database of cases for the State's Attorney and his assistants
- Performed administrative and clerical duties for a 15 person office

## EXTRA-CURRICULAR ACTIVITIES

**Residential Judicial Council**, Georgetown University, Washington, DC

*Council Member*, September 2009 – May 2010

- Elected as a council member on Georgetown's Residential Judicial Council and assessed incident reports of student code violations
- Facilitated weekly case hearings and interacted with culpable students to discuss disciplinary procedures

**Caminando Unidos ("Walking Together")**, Cuernavaca, México

*Volunteer*, January 2008 – March 2008

- Supervised 17 underprivileged and homeless Mexican children
- Taught hygiene, reading, writing, and other life skills

## TECHNICAL & LANGUAGE SKILLS

- MS Office: Word, Excel, PowerPoint, Outlook; WordPerfect, Adobe Photoshop
- Advanced Spanish (speaking, reading, writing, comprehension)
- Intermediate Italian (speaking, reading, writing, comprehension)