

Amy Laughlin

Denver, CO

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Objective

To obtain a policy internship emphasizing my professional strengths in research, analytical thinking, and communication in the Denver, CO area while I pursue my Master's degree in Public Policy at the University of Denver.

Professional Experience

Patient Administrative Coordinator, *Advanced Spine and Posture Center*, Fort Collins, CO **July 2010-August 2011**

- Project manager of all patient interactions and services including the patient scheduling process, confirming patient insurance and billing policies, and acting as the primary patient contact during all phases of treatment.
- Coordinated all billing for an office seeing 120 patients per week.
- Coordinated marketing efforts by creating business-to-consumer efforts such as patient letters, newsletters, and personal phone calls as well as coordinating business-to-business contacts such as fundraising partnerships, community events, lunch and learns, and corporate pamper events.

Development Intern, *Make-A-Wish Colorado*, Denver, CO **May 2009-August 2009**

- Created development materials for the Kids For Wish Kids Program.
- Assisted in volunteer management and database management, updating contact lists and donor correspondence.
- Authored a grant for Fall 2009 funding.
- Assisted in the development and event planning of the Wine for Wishes Auction.

Tutor/Site Manager, *The Center for Student Learning*, Charleston, SC **January 2009-May 2009**

- Assisted under-performing Charleston elementary and middle schools with after school tutoring.

GREENS Fund Coordinator, *The Sustainability Institute/Lowcountry Earth Force*, Charleston, SC **July 2008-January 2009**

- Created and managed PR materials by writing press releases, media kits, and media alerts.
- Coordinated participating schools and applications for the GREENS Fund grant.
- Liaison between winning school and Lowcountry Earth Force.
- Coordinated and implemented winning grant proposal.

Assistant Recruiter, *Global Energy Services*, Aiken, SC **May 2007-August 2007**

- Online researcher for an engineering firm and assistant to the hiring managers.

Education

University of Denver: Denver, CO **Fall 2011 – June 2013**

Master's in Public Policy

College of Charleston Honor's College: Charleston, SC **2006-2010 GPA: 3.85, Magna Cum-Laude**

Bachelor of Arts, Corporate Communication, Political Science Minor

Maymester Study Abroad: Italy, Germany & Austria, 2008

National Student Exchange: University of Hawaii at Manoa, 2009

Relevant Coursework: *Education Policy, American Politics, Political Philosophy, The Supreme Court, Political Communication*

Skills

Operating Systems: Microsoft Office, Mac OS X, Adobe **Digital Communication:** Facebook, Twitter, blogging, AP Style, Constant Contact