

## Chase Brooks

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### PROFESSIONAL EXPERIENCE

#### **Congressman Scott Franklin (FL-18)**

*Staff Assistant/Legislative Correspondent*

**Washington, DC**

*January 2023- February 2024*

- Analyzed top issue areas for Florida's 18<sup>th</sup> district to obtain better grasp of constituents' objectives for the 118<sup>th</sup> Congress.
- Overhauled the office mail program to institute more efficient procedure for responding to constituents in Florida's 18<sup>th</sup> District.
- Recruited and vetted intern candidates for the Summer 2023, Fall 2023, and Spring 2024
- Organize constituent tour requests and provide engaging personal guided tours of the U.S. Capitol.

#### **Congressman Scott Franklin (FL-15)**

*Legislative Intern*

**Washington, DC**

*August 2022-December 2022*

- Draft memos and attend hearings for the House Committee on Oversight and Reform Subcommittee on Civil Rights and Civil Liberties.
- Answer and log constituent inquiries into Intranet Quorum in a professional manner.
- Write and edit twitter statements, Facebook posts, press releases, and congressional records entries.

#### **Congressman Trent Kelly (MS-01)**

*Legislative Intern*

**Washington, DC**

*January 2022-August 2022*

- Served as a Foreign Affairs Legislative Intern for Member's role on the House Foreign Affairs Committee and position of Ranking Member on the Western Hemisphere, Civilian Security, and Trade Subcommittee.
- Assisted in the return of stranded Americans in Eastern Europe during the Russian-Ukrainian war in coordination with the State Department.
- Drafted memos with the Congressman's Defense Fellow for the National Defense Authorization Act (NDAA 2023).
- Met with officials of the Institute of Higher Learning (IHL) in preparation for grant opportunities at Mississippi's public universities.

### EDUCATION

**University of Mississippi** – *Bachelor of Business Administration in Banking and Finance*

**Oxford, MS**

*May 2022*

### SKILLS

Computer: Proficiency in MS Word, Excel, PowerPoint, Fireside, Intranet Quorum