

EMMA G. DILLARD

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EDUCATION

University of Wisconsin-Madison

Bachelor of Arts in Political Science, Certificate in Public Policy, Certificate in History

Graduated: May 2023

GPA: 3.8/4.0, Dean's List

WORK EXPERIENCE

Policy and Budget Analyst - Springfield, IL

September 2023 – Present

Illinois Legislative Staff Intern Program

- Staffing the State Senate Executive and Financial Institutions Committees, providing briefings on legislation to Senators and senior staff
- Reviewing state agency budget proposals for their impact on government operations, businesses, and taxpayers
- Collaborating with counterparts, state agency liaisons, and key interest groups to analyze legislation and budgets

Legislative Intern - Madison, WI

September 2021 – May 2023

Office of Senate Majority Leader Devin LeMahieu

- Replied to the constituent inquiries and entered the contacts into the constituent contact database
- Managed the email inbox, triaged the the emails received in the office, and organized where the email should go
- Lead the constituent outreach through the Senator's "Saw You In The News" Program and Blue Book requests

County Board Intern - Wheaton, IL

June 2022 – August 2022

Office of the DuPage County Board

- Assisted the County Board staff with research and analysis of information and special projects as assigned
- Produced written communications and basic briefing memos and interacted with staff and County Board Members
- Maintained and updated various spreadsheets, files, and databases and worked on mid-year strategic planning updates

Legislative Intern - Westmont, IL

May 2021 – August 2021

Office of State Representative Deanne Mazzochi

- Received, organized, and filed constituent phone calls, letters, and emails pertaining to their questions and concerns
- Statistical, legislative, and legal research on issues pending before the Illinois General Assembly
- Attended meetings of units of local government, community events, and other settings on behalf of the Representative

SEASPAR - Downers Grove, IL

June 2018 – August 2020

Inclusion Aide

- Assisted children with disabilities who require specialized intervention to participate in park district programs
- Acted as an advocate for the child, supported them, and provided behavior management when necessary
- Communicated with parents and Inclusion Manager on a daily basis and completed biweekly summary sheets

ACTIVITIES & LEADERSHIP

Alpha Xi Delta Sorority Member - Madison, WI

September 2019 – May 2023

Communications Vice President

December 2021 – December 2022

- Conceptualized and guided in the execution of the chapter's public relations and marketing plans
- Collaborated and lead the Communications Team on management of social media, merchandise, and newsletters

Recruitment Counselor

August 2022 – September 2022

- Assisted and counseled potential new members throughout the recruitment process and answered questions
- Provided mental and emotional support and ensured the recruitment process was fair for all potential new members

Parent Relations Director

December 2020 – December 2021

- Supervised the chapter's outreach efforts with parents, families, and other caregivers and oversaw parent programming
- Established an open line of communication with parents and sought to strengthen engagement

SKILLS

Video Conferencing | Canva | Social Media | Microsoft Word | Policy Research | Excel