

# Ameilia L. Hall

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## Education

B.S. Political Science, Minor in History  
University of Idaho, Moscow, Idaho

Graduated: May, 2012; cum laude  
GPA: 3.87/ 4.0

## Employment History

**Intern**, United States Senator Mike Crapo, Washington, DC Office May 16 – August 10, 2012

- Greeted visitors in the front office and operated multi-line phones using professional etiquette.
- Interacted with constituents over the phone and while giving Capitol tours.
- Worked independently to accurately process multiple scheduling requests each day.
- Multi-tasked to handle scheduling requests at various stages of scheduling process.
- Used scheduling software to enter meeting data and retrieve information for briefing packets.
- Welcomed challenges and new tasks relevant to scheduling, such as scheduling meetings.
- Sorted and routed incoming faxes and operated copy machine, fax machine and digital sender.
- Researched legislation or issues and drafted constituent correspondence.
- Navigated correspondence database to find previous correspondence records when doing research, enter new constituent requests for responses and edit letters as assigned.

**Intern**, James A. & Louise McClure Center for Public Policy Research August, 2011 – May, 2012

- Worked in cooperation with other interns to plan and put on Coffee & Politics events.
- Served as a liaison to Panhellenic Council about McClure Center activities.
- Brainstormed with the Director and other interns about ideas for future events and promotions.

**Server**, Zeppoz & Mr. Z's Casino August, 2010 – May, 2012

- Performed customer service functions such as greeting customers and taking orders.
- Made independent decisions to solve customer service problems.
- Communicated with other staff to ensure order accuracy and satisfy customers.
- Completed financial transactions; turned in signed card slips and cash after each shift.

## Leadership Activities

**Panhellenic Council**: Vice President of Recruitment

- Served as a face for the Greek community and encouraged students to participate in recruitment.
- Spent over 100 hours planning sorority formal recruitment.
- Selected and trained counselors to help potential members during the recruitment process.
- Designed the potential new member handbook using Microsoft Publisher.
- Communicated events and status with the Panhellenic Council & Greek community.

**Kappa Delta Sorority**: Secretary, Vice President of Operations

- Secretary - kept records of attendance, took minutes and compiled the chapter newsletter.
- V.P. of Operations - planned chapter programming, monitored chapter goals, oversaw appointed officers, created calendar of events, and facilitated team building and goal setting.

## Skills

- Proficient in Microsoft Word, PowerPoint, Excel, Publisher and Outlook; easily learn new programs.
- Excellent word processing and research skills.

## References

Monte or Jennifer Zollman, Owners, R & R Restaurant

(541) 432-0840

Matt Kurz, Director of Fraternity and Sorority Affairs, University of Idaho

(208) 885-6757

Karen Brown, Executive Assistant, U.S. Senator Mike Crapo

(202) 224-6142