

# Sean Senate

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## EDUCATION

Berry College, Mount Berry, Georgia, Anticipated graduation: May 2018

Bachelor of Arts in Political Science; Minors in Business and Spanish, GPA: 3.65/4.00

## INTERNSHIPS

Berry College Office of the General Council, Mount Berry, Georgia

*Legal Intern and Enterprise Risk-Management Specialist*, September 2016 – Present

- Observe the General Council in meetings with administrators and representatives of Berry College.
- Monitor and observe the Student Enterprise Team at their weekly meetings and offer legal advice to avoid unnecessary liability based on training by the General Council.
- Observe and assist in civil litigation proceedings involving Berry College.

Georgia Secretary of State, Atlanta, Georgia

*Intern*, May 2017 – August 2017, December 2017

- Assisted in different departments including Budget, Accounting, the Boxing Commission, and Corporations with daily needs or projects.
- Analyzed budgets and payroll with the Accounting Department double-checking amounts of paychecks and the budgets of the different departments.
- Maintained organization with daily office needs including paperwork completion, researching data, e-mailing budget information to other departments.

Jeffery B. Kelly, P.C. Law Office, Rome, Georgia

*Intern*, March 2016 – August 2016

- Prepare garnishment and foreclosure letters based on office needs.
- Assist with daily office tasks and needs such as answering phones, making appointments, filing, etc.

## WORK EXPERIENCE

Berry College Evans School of Humanities, Mount Berry, Georgia

*Research Assistant*, January 2015 – Present

- Compile research for Dr. Professor 1 and Dr. Professor 2 in research for various writing pieces.
- Grade exams for both Dr. Professor 1 and Dr. Professor 2's classes.

Berry College Student Government Association, Mount Berry, Georgia

*Executive Secretary*, May 2015 – May 2017

- Managed college organization standings for over eighty campus clubs collaboratively with executive team.
- Served as committee chair for publicity and secretary for Student Life Council.
- Planned campus-wide events for five hundred attendees and developed workshops for organization secretaries.
- Compiled archival and database information with student records using extensive Microsoft Excel functions.

## AWARDS & ACTIVITIES

Stuck with Virtue Conference, Student Assistant to Dr. Professor, November 2016

Pi Sigma Alpha Honors Society, April 2015 – Present

Berry College Politics and Law Society, President, October 2015 – Present

Berry College Republicans Club, August 2014 – Present