

JAMES SLAYMAKER

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SUMMARY

A detail-oriented professional with 3+ years of administrative office work experience.

PROFESSIONAL HISTORY

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| 01/2023 – 04/2023 | Legislative Aid , Texas House of Representatives – Austin, TX <ul style="list-style-type: none">Recorded hearing notes and briefed my representative as necessary.Developed a system for compiling bill data and tracking their movement through the legislature. |
| 09/2022 – 09/2023 | Content Writer , Ultraviolet Agency – Austin, TX <ul style="list-style-type: none">Drafted content for web pages, emails, announcements, print, and promotional material.Mentored under the Vice President of Marketing and Communication to produce written content as needed.Developed operational standards for the newly created agency. |
| 01/2022 – 03/2022 | Briefer , Flahive, Ogden, & Latson – Austin, TX <ul style="list-style-type: none">Reviewed claimants' medical records on behalf of insurance adjusters, whom the firm represents.Compiled essential documents into a "brief" to be used by the firm's attorneys for proceedings and for filing with the Texas Department of Insurance, Workers Compensation Division.Ensured business continuity through responsiveness to attorney needs. |
| 03/2020 – 10/2020 | Relationship Banker , First United Bank & Trust – Lakeway, TX <ul style="list-style-type: none">Generated new clientele.Answered financial questions for customers.Opened and maintained bank products including certificates of deposit and retirement accounts, as well as checking and saving accounts. |

EDUCATION – 3.69 OVERALL GPA

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| 01/2020 – 12/2023 | Political Science , Concordia University Texas – Austin, TX <ul style="list-style-type: none">Received a 4.0 major GPA.Minored in Psychology and Legal Studies. |
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SKILLS & EXPERIENCE

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| <ul style="list-style-type: none">OrganizedProactivePatientTeamwork | <ul style="list-style-type: none">EmpatheticCritical ThinkingPublic SpeakingProblem Solving | <ul style="list-style-type: none">Responsive to CriticismDetail OrientedQuick LearnerWriting |
| <ul style="list-style-type: none">Experience with lay-counseling based on the helping principles of leading psychologist Clara Hill. | <ul style="list-style-type: none">Debate and Public Speaking experience from competing in The Eugene Scassa Mock Organization of American States Program. | |