Olivia Brennan

Legislative Assistant

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Summary

Legislative assistant with nearly 2 years in a Pennsylvania House member's Capitol office, handling constituent services, bill tracking and legislative research for a member who sits on 3 committees. Drafts constituent correspondence, briefing memos and press releases on tight session deadlines.

Experience

01/2025 - Present
Harrisburg, PA

Legislative Assistant

House Majority Caucus Member Office

Capitol office of a state representative serving on the Transportation, Education and Agriculture committees.

- Answer and log **150** constituent calls, emails and letters a week, routing casework to the district office.
- Maintain bill tracking for 60 measures through committee and floor votes, briefing the member each Monday.
- Draft constituent correspondence and 2-page legislative research memos on transportation and school funding bills.
- Run calendar management for the member's Capitol schedule, committee materials and 20+ meeting requests a week.

01/2024 - 05/2024
Harrisburg, PA

Legislative Intern

State Senate Policy Office

Semester internship with a caucus policy staff.

- Researched how **12** states fund rural broadband and summarized findings for a committee staff memo.
- Wrote 8 press releases and social media posts announcing committee hearings and grant awards.
- Prepared hearing binders in Microsoft Office and took notes at 15 committee hearings.

Skills

- Constituent Services
- Legislative Research
- Bill Tracking
- Constituent Correspondence
- Press Releases
- Social Media
- Calendar Management
- Microsoft Office
- Written Communication
- Time Management

Education

05/2024
Carlisle, PA

Bachelor of Arts

Dickinson College

Political Science