

Emma Coughlan

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EDUCATION

Northwestern University

Evanston, IL; December 2021

Bachelor of Science in **Education and Social Policy** | Minor: **Legal Studies, Religious Studies**

Medill Certificate for Undergraduates in **Integrated Marketing and Communications**

Cumulative GPA: 3.93/4.0 | **Honors: Magna Cum Laude**

RELEVANT EXPERIENCE

Office of US Senator Tammy Duckworth, Education Intern

Washington D.C.; June-August 2021

- Drafted education legislation packages including one-pagers, dear colleague letters, and endorser letters
- Tracked and reviewed legislation to determine compatibility with Senator Duckworth's portfolio and created decision memos
- Represented Senator Duckworth's office on phone lines and connected constituents to the appropriate resources

The First Five Years Fund, Policy Intern

Washington D.C.; March-June 2021

- Analyzed 100+ pieces of introduced legislation to flag early childhood bills
- Engaged with topic-specific organizations to support their federal advocacy needs
- Monitored and examined webinars, papers, and congressional hearings to produce policy resources, including site blogs

Biden for President, Summer Fellow

Des Moines, IA; August-September 2019

- Synthesized past polling data and estimated a polling schedule to inform campaign decisions about future sampling
- Analyzed historical precedents to determine paid media budget and expenses
- Evaluated 200+ of social media accounts to determine likely voters and existing candidate support

Northwestern University, Research Assistant

Evanston, IL; March 2019-September 2019

- Researched impact of regulatory changes within Head Start
- Reviewed monitoring reports of hundreds of grantees' sites and recorded relevant information to determine trends within the data
- Analyzed data trends to identify potential changes needed to Head Start oversight policies

West Suburban Special Recreation Association, Recreation Leader

Cicero, IL; Summers 2015-2018

- Oversaw children with differing levels of learning and behavioral disabilities during the 8-hour day
- Adapted planned activities to best meet the needs of specific participants
- Collaborated with a supervisor and other staff to construct new and creative games and crafts

LEADERSHIP EXPERIENCE

Girl UP Northwestern Chapter, Public Relations Chair

Northwestern University; January 2019-2020

- Created all materials to promote club events including social media posts, flyers, and email communications
- Collaborated with executive board members to cultivate recruitment strategies

West Suburban Special Recreation Association, Interim Supervisor

Forest Park, IL; July 2018

- Promoted to interim supervisor based on past performance, leadership, and years of service
- Planned the daily schedule and designed activities for 30 campers
- Supervised 7 other staff and their interactions with parents and participants

ACTIVITIES

General Member, Girl UP Northwestern Chapter

January 2020-Present

General Member, Northwestern College Democrats

September 2018-Present

Mentor, Strive NU

September 2018-Present