

LOUIS M. NAIMAN

1455 Chapin Street NW, Washington, DC 20009 | 614.551.8146 | naiman.louis@gmail.com

PROFILE

Highly motivated young professional with a keen interest in public policy. Well-regarded by supervisors for demonstrating **excellent research, interpersonal, written, and oral communications skills**. Takes initiative, asks questions, follows-through, and multitasks.



PROFESSIONAL and INTERNSHIP EXPERIENCE

Federal Trade Commission, Washington, D.C.

June 2016 - Present

Honors Paralegal, Office of Congressional Relations (OCR) (June 2017-Present)

- Supports senior OCR staff in developing, coordinating, and executing legislative advocacy for FTC.
- Monitors hearings & legislation of interest to FTC as well as Members' press releases, floor statements, and speeches.
- Supports OCR in preparing presidential nominees, agency witnesses to testify before Congress.
- Receives and helps coordinate responses to Members' inquiries on behalf of constituents.

Honors Paralegal, Office of the Executive Director (OED) (July 2016-June 2017)

- Supported the Executive and Deputy Executive Directors, who oversee the management and administration of the FTC.
- Drafted briefings and tracked reports on FTC's overseas activities for the Office of International Affairs.
- Drafted and edited reports and policies for OED and FTC; Supported \$MM agency acquisitions.
- Supported the Inspector General in preparation for a conference presentation.
- Led planning committee for OED's annual employee training and engagement event, which hosted 100 attendees.
- Completed training courses on Westlaw, Lexis Advanced, Drupal, and project management.

Alignment Government Strategies, Washington, D.C.

Summer 2015

Intern

- Conducted legislative and political research on behalf of the lobbying firm and its corporate clients.
- Drafted briefings on congressional hearings, government regulations, and legal processes affecting the firm/clients.
- Created issue and personnel databases.

Office of Senator Sherrod Brown, Columbus, OH

January 2015

Intern (Oberlin College Winter Term Program)

- Responded daily to constituent phone calls and initiated casework process.
- Filed and recorded constituent mail, invitations, and appearance requests.
- Drafted issue memos and meeting briefings.

American Institutes for Research (AIR), Washington, DC /Atlanta, GA

Summer 2014

Health and Communications Intern, Atlanta Office

- Wrote back end (supporting background information, charts, summaries) for bids on \$MM Centers for Disease Control and Prevention (CDC) contracts.
- Revised info-graphics for CDC's National Center for Injury Prevention and Control.
- Coordinated with internal and external clients to place an ad for the Healthcare Cost and Utilization Project Outstanding Research Award in *The Journal of the American Medical Association*.
- Completed research supporting the CDC's "Act Against AIDS" campaign.
- Conducted media tracking and news analysis on Pre-Exposure Prophylaxis (PREP) HIV Prevention treatments. Also managed social media profiles.

Office of State of Ohio Representative Dan Ramos, Columbus, OH

January 2013

Intern (Oberlin College Winter Term Program)

- Responded daily to constituent email, mail, and phone calls.
- Drafted press releases for speaking engagements.
- Researched transportation and domestic violence issues to help Representative Ramos refine his positions.

EDUCATION

Oberlin College, Oberlin, OH | May 2016 | Bachelor of Arts | Major: Politics; Double Minor: English, Law and Society
Honors Graduate, Politics Department | Thesis: *The Responsibility to Protect (R2P) and NATO's Intervention in Libya*

- Recruited Athlete | Co-Captain, Oberlin Men's Soccer Team
- WOBC Radio News Sports Content Editor, News Correspondent