

# Tricia M. Dougherty

## Education:

**University of Pittsburgh**, Pittsburgh, PA August 2009- April 2013  
Bachelor of Arts in Political Science  
Certificates: European Union Studies, Women's Studies

## Work Experience:

-Legal Assistant: **Swensen, Perer & Kontos** May 2013- Present  
- Composed and assembled client demand packets  
- Drafted letters and memos from attorneys' dictation  
- Communicated professionally with clients on the phone and in person  
-Filed documents with the Allegheny County Department of Court Records

Administrative Assistant: **Women's Law Project** May 2011- August 2012  
-Drafted correspondence for staff attorneys  
-Researched and drafted memos.  
-Created monthly expense reports.

Receptionist: **University of Pittsburgh Office of Public Affairs** August 2010- May 2011  
-Answered and transferred phone calls.

## Leadership Experience:

President of **The Rainbow Alliance**: May 2011- April 2013  
-Facilitated weekly meetings of 75+ participants.  
-Composed and implemented contracts in excess of \$10,000.  
-Composed and implemented biannual budgets.  
-Participated on committees of the University Senate.  
-Built and maintained positive working relationships with university administration and student organizations.  
-Served as a confidential resource for students in need.

Student Government Board **Transportation & Safety Committee** March 2012-April 2013  
-Studied the effectiveness of the university shuttle system.  
-Installed marked shuttle stops to improve use of 10A and 20A.

**92.1 WPTS FM** News Host August 2011-April 2013  
-Created original content for a weekly live news show.  
-Hosted weekly show while facilitating discussion with guests.

## Professional Development:

-*ACC Leadership Conference* Boston, MA April 2013  
-*University of Pittsburgh Institute of Politics* Legislator for a Day Program shadowing Senator Timothy Solobay, February 2013  
-*International Youth Leadership Conference* Prague, Czech Republic July 2012  
-*Creating Change Conference* Baltimore, MD 2012; Minneapolis, MA 2011