

# Emmylou Babcock

## Skills:

- Communication: Interact with constituents/customers via telephone, email, and face-to-face conversation.
- Management: ensure that staff completes assigned tasks, train/discipline staff, satisfy customer needs and complaints, and oversee the facility's safety, function, and cleanliness.
- Planning and organization: help set-up Congressional events, organize offices to improve daily function.

## Experience

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May-August, 2011

United States Congress

Golden, Colorado

### Intern

- Constituent interaction, including minor casework.
  - Clerical duties include: updating the Intranet Quorum voter database, Intranet Quorum constituent database, and assembling weekly press clips.
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May 2004-present

City of Wheat Ridge

Wheat Ridge, Colorado

### Pool Manager

- Duties include: pool management and supervision, manage pool chemistry, manage staff.

### Lifeguard

- Duties include: pool surveillance, rule enforcement, attending to minor medical emergencies.
  - Promoted from lifeguard to manager in 2009.
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## Education

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2008-present

University of Colorado

Boulder, Colorado

### B.A. International Affairs

- Focus: Geopolitics, international security, and foreign policy. Geographic concentration: Latin America.
- Anticipated graduation: May, 2012
- Extracurricular activities:
  - CU Swimming and Diving
    - Team travel coordinator: Plan all away meets/trips, including trips to Omaha, NE, Tampa, FL, Lawrence, KA, Grand Junction, CO, Colorado Springs, CO, and Atlanta, GA. Responsible for all travel itineraries for the team of +100 swimmers while participating as an active member of the team.
  - International Affairs Club
  - Volunteer assistant swim coach