

# Eric J. Alves | Communications & Public Relations

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## Experience

**Robert Weiner Associates** – Washington, DC March 2015 – Current  
Senior Policy Analyst / Op-Ed Writer Intern

- Research various policy initiatives affecting local and state governments.
- Write op-eds for submission to national press including, Michigan Chronicle, The Boston Globe, The Washington Post and more, advocating solutions to policy initiatives based on research.
- Attend Newsmakers forums at the National Press Club with guests such as Members of Congress, key government officials, experts in policy and leaders of influential organizations.

**Office of State Senator Michael O. Moore** – Boston, MA May 2012 – December 2014  
Communications Director

- Oversaw initiatives and implemented strategies covering internal/external communications, including press releases, publications, speeches, op-eds and key talking points for various media outlets.
- Maintained a monthly e-newsletter on Constant Contact.
- Executed and coordinated strategic community and public outreach activities while collaborating and interacting with senior public affairs staff.
- Provided counseling and review of policies and procedures.
- Served as the formal spokesperson and media liaison for the senator. Shaped the senator's public image through speeches, social media, press releases and appearances.
- Established and maintained the senator's website and social media accounts on Facebook, Twitter, YouTube and Flickr.
- Reached out to local media contacts to comprehend the type of stories optimal for publication.

**Office of State Senator Michael O. Moore** – Boston, MA October 2011 – May 2012  
Legislative Aide

- Facilitated and coordinated communication between the senator, legislators, state officials, staff, agency personnel, stakeholders and constituents in the development and advancement of legislation.
- Analyzed legislation, budget proposals and potential effects on district interests.
- Researched and determined/recommended appropriate action to issues impacting the office.
- Retained knowledge of the Joint Committee on Higher Education objectives, policies and programs.
- Served as a liaison for the senator between the public, committee staff and other legislators, met with constituents and special interest groups on behalf of the senator.

**Committee on MA Senate Ways and Means** – Boston, MA April 2011 – October 2011  
Committee Intern

- Investigated and summarized budgetary solutions being conducted in various states.
- Wrote policy memos to the Budget Director explaining research and highlighting how other states' solutions could apply to Massachusetts.
- Prepared informational materials regarding state funded programs for utilization by committee members during legislative hearings.
- Established a budget database in Microsoft Excel and Access to track historical fiscal trends in the budget.
- Assisted other staff members in directing and implementing efforts to achieve the most positive and reasonably authentic outcomes of committee initiatives.

**Office of State Senator Susan C. Tucker** – Boston, MA March 2009 – May 2009  
Legislative Intern

- Researched and analyzed legislation and budget proposals for possible effects on district interests.
- Attended hearings and briefings on filed legislation, which would be debated during formal session.
- Developed responses to answer questions and concerns of constituents.

## Education

**Bachelor of Arts - Political Science**, Northeastern University, Boston, MA May 2010

## Skills

Constant Contact, Google Analytics, Microsoft Office Suite, Social Media, VoteBuilder, Website Management