

Savannah Greenwood

savannahgreenwood@gmail.com | 530-207-9428 | [Savannah Greenwood LinkedIn](#)

Professional Summary

Passionate and policy-driven professional with 3+ years of experience supporting government relations, public policy, and advocacy efforts in public sector and nonprofit environments. Skilled in legislative research, stakeholder coordination, public communication, and administrative support. Committed to advancing equity and educational access for children and families. Currently completing a Master of Public Policy, with a strong foundation in California's legislative processes, bill analysis, and public-facing advocacy support.

Education

Master of Public Policy - Expected May 2025

University of the Pacific, McGeorge School of Law

- VP, Public Policy & Administration Society
- Relevant Coursework: Statutes & Regulations, Professional Skills, Finance for Public Policy, Organizational Leadership

Bachelor of Arts in Sociology - May 2021

California State University, Sacramento

- Magna Cum Laude | Dean's List (4 years)
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Experience

Graduate Student Assistant | California State Department of Rehabilitation

February 2024 - Present (1 year, 3 months)

- Researched and tracked California legislation, including AB 1335, to support DOR's policy agenda around vocational rehabilitation and accreditation standards.
- Drafted policy briefs, talking points, and memos presented to state councils and executive leadership.
- Coordinated internal and external stakeholder meetings; prepared agendas, tracked deliverables, and maintained timely follow-up.
- Supported team operations during staff absence, including independently managing schedules and meeting documentation.
- Designed accessible digital forms and training visuals for use in state-wide internal communications.

Research Assistant & Project Manager | McGeorge School of Law, UOP

July 2024 - December 2024 (5 months)

- Conducted 35+ interviews with state policymakers, administrators, and nonprofit advocates to support public policy research.
- Prepared stakeholder briefing documents, meeting notes, and synthesized qualitative data for policy recommendations.

- Maintained communications with internal faculty and external collaborators to ensure shared policy goals and deliverables.

Sales Development Representative | Powerschool & Okta

May 2022 - September 2023 (1 year 4 months)

- Managed high-volume communication (Executed 100+ daily email campaigns and 50+ discovery calls) targeting K–12 stakeholders and education administrators.
- Tracked engagement and follow-ups using Salesforce and other outreach tools
- Developed strong time-management and deadline-driven communication habits in a fast-paced, target-oriented environment.

Volunteer | Legal Services of Northern California

November 2021 - March 2022 (5 months)

- Supported 35+ low-income clients facing housing insecurity during COVID-19 by navigating local public assistance systems.
- Coordinated communications with state and local government offices on behalf of clients and provided resource guidance.
- Advocated for equitable access to housing and emergency relief through trauma-informed, culturally responsive service.

Additional Skills

- Legislative tracking and bill analysis
- Microsoft Office Suite | Microsoft Forms | Canva
- Stakeholder communication and coalition engagement
- Agenda preparation, note-taking, and event coordination
- Strategic messaging and policy research
- Data tracking and CRM familiarity (Salesforce)
- Strong writing, editing, and policy brief creation
- Equity-centered problem-solving and project management