

Education

College: The George Washington University- Elliott School of International Affairs, 2011

Major: International Affairs: Concentration in International Economics

High School: Archbishop Molloy High School 2007

Work Experience

Intern

Office of Senator Hillary Rodham Clinton

Manhattan, NY

August 2006- July 2007

- Negotiated directly with the DVA, IRS, USPS, FBI, & the numerous branches of the DOD in various situations involving NYS constituents
- Communicated directly with senior staff and various congressional offices
- Trained and managed numerous incoming interns
- Conducted research & composed memos regarding Military & Veteran affairs issues

ACE Mentor Program

STV INC, Turner Construction

Manhattan, NY

September 2005- June 2006

- Played a integral role in a team of 20 students to conceptualize a plan to expand Columbia University
- Balanced a construction budget and created a construction schedule
- Evaluated noise & air pollution, building codes, labor laws & financial resources

Marketing Representative

Franklin First Financial

New Hyde Park, NY

September 2004-August 2006

- Communicated with thousands of customers around the US, processed loan applications, and assessed risk using employment information, past history, and credit scores
- Managed and coached dozens of new and current employees
- Consistently closed potential leads

Volunteer Experience

NY/NJ Chapter Coordinator/Founder

Help Them Grow

July 2006- December 2007

- Oversaw the organizations role in the NY/NJ area and was responsible for monthly budgets, marketing plans, event management, volunteer coordination, outreach and IT
- Worked directly with senior management and national teams in coordinating the chapter
- Communicated with hundreds of volunteers, supporters, press, & chapter contacts
- Sponsorship Chair of the cornerstone charity event, gathered over \$20,000 from multi-million dollar corporations
- Implemented five year plan for the New York Chapter

Expert Computer Skills

MS Excel
MS Word

AutoCAD
MS Access

Adobe Illustrator CS3
Intranet Quorum

MS PowerPoint
QuickBooks

Activities

- Sigma Chi Fraternity
- Finance and Investments Organization (GWU)
- Volunteer Counselor, Sacred Heart School Camp

References furnished upon request.