

Andrew Adams

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EDUCATION

Georgetown University, Washington, D.C.

July 2016-May 2020

Bachelor of Arts in Government, Minors in Spanish and Sociology

EXPERIENCE

Georgetown University, Office of Residential Living

Resident Assistant, Washington, D.C.

August 2017-May 2020

- Enforced residence hall regulations to ensure student safety and wellbeing.
- Guided and supported residents through academic and personal challenges.
- Coordinated monthly programming to promote academic excellence, self-care, diversity, and social and emotional understanding and growth.
- Managed residence hall social media platforms to inform residents of relevant information and to foster positive student opinion of the Office of Residential Living.
- Mediated conflict between residents, ensuring that an adequate solution was reached and accepted by all parties involved.

Residence Hall Office Assistant, Washington, D.C.

November 2016-May 2018

- Performed key distribution for 1000+ residents in 3 separate residence halls.
- Received, logged, and distributed 10000+ packages for residents.
- Maintained an accurate database of packages and resources with 1000-1200+ active records at any given time.

Latino Economic Development Center, Washington, D.C.

October 2018-April 2019

Affordable Housing Intern

- Contacted local tenants via telephone, email, and in-person meetings to remind them of upcoming events and other information relevant to local affordable housing advocacy efforts.
- Maintained an understanding of relevant federal and local housing and tenancy laws such as the Tenant Opportunity to Purchase Act (TOPA).
- Advocated for continued affordability of housing in the Washington Metropolitan Area, and helped tenants exercise their rights under TOPA
- Managed, organized, and kept up-to-date an organization-wide database with 5000+ records.
- Coordinated transportation for tenants to attend meetings and events or to appear in court.

Georgetown University, Advisory Committee on Business Practices Washington, D.C.

September 2017–December 2017

Committee Member

- Worked with the Vice President for Public Affairs and Senior Advisor to the President to analyze, evaluate and deepen understanding of the ethical and moral issues that should be taken into consideration in the evaluation of staff labor policy and renewal of existing contracts with Georgetown University vendors.
- Considered and effectively assessed partnerships and vendor relationships in light of moral and ethical concerns.
- Advised on practical ways to ensure concordance between Georgetown University business policy and practice and Georgetown's commitment to social justice as reflected in Georgetown's Mission Statement, as well as Georgetown's Just Employment Policy.

SKILLS

- Able to effectively read and interpret legislation and regulations.
- Policy Analysis
- Microsoft Office Suite
- Keen Attention to Detail
- Basic Conversational Spanish
- Research
- Problem Solving
- Team Player
- Self-starter
- Motivated and Hard-working
- Emotionally Intelligent
- Communication