

# Matthew Kim

522 21<sup>st</sup> St NW Washington, D.C. 20006 · Matthewbosungkim@gmail.com · (516) 673-7742

LinkedIn: <https://www.linkedin.com/in/matthew-kim>

## EDUCATION

**The George Washington University, Columbian College of Arts and Sciences** Washington, DC  
Bachelor of Arts in Political Science

Class of 2023

Minor in Journalism and Mass Communication

**Relevant Coursework:** Strategic Political Communication, Campaigns and Elections, Constitutional Interpretation, Campaign Reporting, Media Law, U.S. Foreign Policy

## HILL EXPERIENCE

**U.S. Senate – Office of Senate Majority Leader Chuck Schumer**

**Washington, D.C**

*Upstate Press Intern*

January – May 2023

- Reporting directly to the Upstate Press Secretary in compiling all print and digital correspondence mentioning and highlighting the Senator for daily delivery to all staff members
  - All major national media outlets including major Upstate New York publications highlighting political news as well as legislative accomplishments in Upstate New York
- Proofreading press releases regarding the Senator's legislative accomplishments in Upstate New York
- Compiling daily news and social media correspondence from entire NY Congressional Delegation
- Updating a master list of reporters' contact information most vital to coverage of the Senator in major upstate publications (Albany Times Union, Buffalo News, Times Herald-Record, etc.)
- Attending weekly Communications Staff Meetings

**U.S. House of Representatives – Office of Congresswoman Kathleen Rice**

**Washington, DC**

*Legislative Intern*

September - November 2022

- Worked alongside the staff assistant to oversee and index over 5,000 pieces of constituent mail into IQ, processed flag requests, conducted tours, distributed mail, greeted guests, stocked office supplies, and ensured that all other basic office needs were expertly filled.
- Acted as the point of contact for constituent correspondence by way of phone, mail, and in-person communications.
- Drafted 3 cosponsor memos, attended various briefings, and conducted legislative research on animal welfare and healthcare issues.
- Compiled daily press clips and drafted social media posts.

**Office of Congresswoman Kathleen Rice**

**Garden City, NY**

*Intern*

July - August 2022

- Answered constituent calls, batched digital mail, and logged opinions in IQ.
- Supported constituent services team by corresponding with constituents ensuring privacy release forms were properly submitted and processed.
- Aided constituents in liaising with federal agencies to resolve casework requests.

## OTHER PROFESSIONAL EXPERIENCE

**J.P. Lall and Associates**

**Queens, NY**

*Legal Intern*

July - August 2019

- Responsible for filing as well as picking up signed legal motions to district and city courthouses in New York (Bronx & Queens).
- Organized, digitized and filed financial records of all clients.

**National Student Leadership Conference for Law and Advocacy at Georgetown University**

**Washington, D.C.**

*Attendee*

July 2017

- Over a 9-day period, I developed a legal argument on a fictional murder case to serve as both counsel and witness in mock trials with the guidance of rising 3L law students.
- Participants were able to present their case at the D.C. Superior Courthouse.

## EXTRA-CURRICULAR INVOLVEMENT

**Korean Undergraduate Business Organization**, September 2021-May 2022

*Vice President*

- Responsible for coordinating fundraising events (bake sale).
  - Related shopping and scheduling of events
- Led team of 5 students in GWSB's Pitch George Elevator Pitch Competition.
  - Developed and presented a fictional company specializing in Korean-style sous-vide chicken.

## PROFESSIONAL SKILLS

Microsoft Office Suite, Google Suite, Outlook, Intranet Quorum, Congressional Research Service, Congress.gov, Social Media (Facebook, Twitter, Instagram)