AMANDA WESTLAKE

Tufts University Class of 2023 | Wakefield, MA 01880

781-632-9076 | Amanda.Westlake@Tufts.edu | She/Her

EDUCATION

TUFTS UNIVERSITY

Graduating Class of 2023

- Computer Science major, English and Political Science minors
- GPA: 3.76/4.0

SKILLS

- **Computer Science:** C, C++, Python, HTML/CSS, JavaScript, Git/Github, command line
- **Microsoft Suite:** Word, Powerpoint, Excel, Outlook
- **Google Suite:** Drive, Docs, Sheets, Slides, Calendar
- **Editorial:** Writing, editing, copy editing and proofreading, research, fact checking
- **Adobe Suite:** Photoshop, Lightroom, Illustrator
- **Languages:** Intermediate Spanish
- **Social Media:** Facebook, Twitter, Instagram, TikTok
- **Technology:** Zoom, Canva, MailChimp, Slack

OTHER EXPERIENCE

- **Hub Coordinator, Sunrise Movement Tufts** *2020 - 2021*
- **Regional Organizer, Act on Mass** *2020-2021*
- **Co-founder & Co-president, Tufts for Warren** *2019-2020*
- **Intern, Elizabeth Warren for President** *2019*
- **Chair, Massachusetts High School Democrats** *2018-2019*
- **Field Intern, Elizabeth Warren for Senate** *2018*

EXPERIENCE

MANAGING EDITOR

The Tufts Observer, Medford, MA   August 2021 - December 2021

- Managed staff of 40+ writers, editors, and contributors and five-figure budget for Tufts's oldest publication, a long-form journalistic newsmagazine published bi-weekly in print and online
- Comprehensively edited every article in the magazine for seven sections and five issues published throughout the semester, including a creative literary issue
- Upheld publication's journalistic standards to ensure accuracy and integrity throughout the editorial process
- Additionally oversaw publicity, podcast, and multimedia teams
- Previously worked as Campus Section Editor, Staff Writer, and Copy Editor for a total of five semesters on staff

TEACHING ASSISTANT, COMP10 & COMP15

Tufts University, Medford, MA   Sept 2020 - December 2021

- Teaching assistant for Computer Science for All (Python, Fall 2020) and Data Structures (C++, Spring and Fall 2021)
- Host 3-5 virtual office hours each week, assist with teaching lab section, and carefully and efficiently grade homework assignments and projects

TEACHING ASSISTANT

Girls Who Code   June 2021 - August 2021

- Taught HTML, CSS, & JavaScript to classes of 30+ students in 2-week virtual sessions
- Invited to speak on panel of TAs who took on expanded responsibilities in classroom
- Ran daily synchronous class sessions, mentored students, debugged student code, facilitated bonding activities, and mediated conflicts
- Actively contributed to closing gender gap in tech by supporting female and nonbinary high school students to build skills in order to pursue careers in STEM

FIELD ORGANIZER

Ed Markey for Senate, Hampden County, MA   July 2020 - Sept 2020

- In a full time role, worked efficiently in a fast paced environment to meet daily and weekly voter contact goals and navigated 4 unique stages of get out the vote efforts
- Managed 10 student fellows and built 4 volunteer-led teams from the ground up, ran daily phone banks, and recruited 575+ volunteer and event shifts from within region
- Identified 3000+ supporters within region during 9 weeks before election