AMANDA WESTLAKE

Tufts University Class of 2023 | Wakefield, MA 01880

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EDUCATION

TUFTS UNIVERSITY

Graduating Class of 2023

- Computer Science major, English and Political Science minors
- Studied abroad during Spring 2022 semester at Queen Mary University of London
- GPA: 3.71/4.0

SKILLS

- **Computer Science:** C, C++, Python, HTML/CSS, JavaScript, Git/Github, Bash
- **Editorial:** Writing, editing, copy editing, proofreading, research, fact checking
- **Microsoft Suite:** Word, Powerpoint, Excel, Outlook
- **Google Suite:** Drive, Docs, Sheets, Slides, Calendar, Scripts
- **Adobe Suite:** Photoshop, Lightroom, Illustrator, InDesign
- **Languages:** Intermediate Spanish
- **Technology:** Zoom, Canva, MailChimp, Slack, WordPress, SquareSpace

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 biweekly print newsmagazine with circulation of 700
- Carefully edited all 13 articles per issue, directly overseeing the creative and editorial process from pitches to publication
- Upheld publication's journalistic standards to ensure accuracy and integrity
- Published in-depth articles analyzing and reporting on labor, technology, politics, current events, the arts, race, identity, and gender within the Tufts community
- Previously worked as 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)
- Hosted 3+ office hours each week, taught weekly lab section, and carefully and efficiently graded assignments to increase student understanding
- Designed and presented short lectures for lab section of 10-12 students on concepts including graphs, heaps, binary search trees, and recursion

TEACHING ASSISTANT

Girls Who Code   June 2021 - August 2021

- Taught HTML, CSS, & JavaScript to 3 classes of 30+ students
- Invited to speak on panel of TAs who took on expanded responsibilities
- Ran daily synchronous class sessions, mentored students, debugged student code, facilitated bonding activities, and mediated conflicts
- By the end of the program, each student presented a well-designed, informative, interactive website programmed from scratch in HTML, CSS, and JavaScript
- 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

- As youngest full time staff member, worked efficiently in a fast paced professional environment to meet daily and weekly voter contact goals
- Managed 10 student fellows and built 4 volunteer-led teams from the ground up, ran daily phone banks, and recruited 575+ volunteering shifts from within region
- Identified 3000+ supporters within region during 9 weeks before election
- Wrote crucial training materials, guides, voter contact scripts, and instructional slideshows explaining complex campaign technology to volunteer leaders
- Cofounder and leader of Students for Markey, groundbreaking grassroots student organizing group