

EDUCATION

University of Colorado at Boulder

Bachelor of Arts: Political Science

May 2014

University of Colorado Leeds School of Business

Certificate in Applied Business

May 2014

- Comprehensive business program covering foundational skills in accounting, economics, finance, marketing, leadership, operations and personal finance

LANGUAGES

Fluent in English and Russian

WORK EXPERIENCE

Congressman Ed Perlmutter of the 7th District of Colorado, Lakewood, CO

January 2014-May 2014

Congressional Intern

- Researched legislative initiatives and assisted staff with constituent casework
- Answered constituent phone calls and responded to questions and concerns
- Recorded constituent sentiment on policy issues
- Entered data into the government data system
- Assisted with event planning and outreach for local businesses, schools, and communities in the 7th district of Colorado

Hillstone Restaurant, San Francisco, CA

2013

May-August

Greeter

- Answered phones, booked reservations, estimated wait times
- Set tables and monitored cleanliness of the restaurant
- Assisted with customer concerns and corresponded with management and staff to ensure guest satisfaction

Temple Emanu-el, San Francisco, CA

June 2010

August 2006-

Sunday School Teacher

- Organized lesson plans for children in grades K-6
- Led educational and creative projects, activities and fieldtrips
- Learned special needs of groups and individuals to give them specific attention and support
- Communicated with parents to explain questions and find solutions to problems

LEADERSHIP POSITIONS

Hillel Student Board

May 2014

August 2013-

Active member

- Organized Jewish events for both CU students and residents in the Boulder area
- Promoted an inclusive community through activities, weekly dinners, services and Jewish traditions
- Participated in local Jewish charities

CU Environmental Center Board

September

2013- May 2014

Voting member

- Planned environmental projects and events to promote energy efficiency and renewable energy
- Reviewed and awarded Sustainable CU Grants to students and faculty for environmental sustainability projects
- Reviewed and made adjustments to the CU Environmental Center yearly budget
- Proposed budget enhancement and spending cut scenarios to CU Finance Board
- Recorded meeting minutes