

Brian Davis
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EDUCATION	Tulane University, New Orleans, Louisiana	<i>Graduation: May 2013</i>
	• Bachelor of Arts: Political Science, Minor in Jewish Studies	

EXPERIENCE

Political Intern June 2015 - Present

J Street, Washington D.C.

- Track gifts and fundraising operations through use of LGL CRM.
- Conducted outreach research by management of master tracker and Knowlegis database.
- Constructed candidate profiles and contributed to candidate endorsement meetings and calls.
- Coordinated fundraising effort both with the national development team and the Finance Committee.

Communications Assistant March 2015 – June 2015

Democratic National Committee, Freelance

- Researched opponents' schedule, including media monitoring to find events throughout the state of New Jersey.
- Prepared daily tracking reports and other updates throughout the Northeast region for the Democratic National Committee.
- Filmed opponent and provided footage and transcriptions to the Democratic National Committee.

Communications Assistant August 2014 – November 2014

New Hampshire Democratic Party, Concord NH

- Researched opponents' schedule, including tracking opponent in social media and in the press to find events in the 1st and 2nd Congressional Districts of New Hampshire.
- Prepared daily tracking reports including media clips and other updates to brief the campaign staff and the Democratic Congressional Campaign Committee.
- Filmed opponent and provided footage and event memos including analysis, notes and transcriptions to the campaign staff and the Democratic Congressional Campaign Committee.

Group Leader June 2014 - August 2014

Camp Greylock, Becket, MA

- Responsible for the well-being of over 60 children aging from 13-15 years of age.
- Updated parents on children's development on a daily basis through phone calls and emails.
- Had to manage 8 staff members whose roles I needed to define and reported directly to me.
- Led multiple trips outside of camp which placed the burden of care solely upon myself.

Congressional Campaign Intern February 2014 – March 2014

Alex Sink, Florida 13th Congressional District Campaign

- Compiled voter data through contact with constituents in the Florida 13th Congressional District.
- Conducted public opinion polls with prospective voters.
- Marketed important issues with constituents throughout the District.

Office Production Assistant August 2013 - September 2013

Million Second Quiz, New York City, NY

- Answered phones and assisted on office projects.
- Assisted with on-site tours of VIPs.
- Administered on-site communications and radio distribution on a daily basis.
- Created and maintained the Production, Travel, Release, and Purchase Order Binders.
- Provided logistical support including managing PAs, petty cash and coordinated transportation.

COMPUTER SKILLS	<ul style="list-style-type: none">• Proficient in both Microsoft Windows and Apple operating systems.• Proficient in CRM software such as LGL and NGP VAN.• Microsoft Office Certified in Excel and Access.
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