**Maria Klionsky**

Greater New York Area

Maria.Klionsky@Colorado.edu

415.572.1532

**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 May-August 2013

*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 August 2006- June 2010

*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 explains questions and find solutions to problems

**LEADERSHIP POSITIONS**

**Hillel Student Board** August 2013- May 2014

*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