

Moses Hunsaker

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Chantilly, VA 20152

Objective

Thriving best on detail-oriented projects, applying learned skills to tackle complex problems.
Looking for a collaborative work environment to contribute to meaningful projects.

Experience

06/2021 – Present

Administrative Assistant, George Mason University – VA

- Managed office communication in a fast-paced, responsive environment.
- Oversaw faculty commuter benefits programs, collecting information and communicating requirements.

01/2020 – 12/2020

01/2022 – Present

Research Assistant, George Mason University – VA

- Assisted Dr. Christopher Berk of the Schar School on book project *Democracy in Captivity* (forthcoming).
- Composed research memos, timelines, and bibliographies using archival and contemporary data.
- Completed assistanceship across multiple semesters and during summer for initial year 2020, was invited to work on project again in 2022.

06/2019 – Present

Election Officer, Loudoun Co. Dept. of Elections – Loudoun, VA

- Managed official forms and sensitive information, aided voters in registration, document preparation, and voting.

06/2017 – 08/2019

Sales Associate, Food Lion – South Riding, VA

- Handled cash transactions and assisted customers.

Skills

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| • Data Collection | • Public Speaking | • Experienced in SPSS |
| • Research | • Customer Service | • Proficient in MS Word |
| • Archival Work | • Group Discussion | • Proficient in MS Office |
| • Information Management | Facilitator | • Proficient in MS Excel |

Education

Graduating 2023	B.A. Government and English , George Mason University <ul style="list-style-type: none">• Double Major in Government and International Politics, and English.• Concentrations: Law, Philosophy, and Governance; Writing and Rhetoric.
Graduated 2019	Advanced Diploma , Freedom High School <ul style="list-style-type: none">• Graduated with honors.

Honors

2022	<i>Phi Beta Kappa</i> Honors Society Member
2022	Dr. Harold J. Morowitz Scholarship Recipient <ul style="list-style-type: none">• Awarded for interdisciplinary work.
2019 – 2022	Mason Distinction Scholarship Recipient <ul style="list-style-type: none">• Awarded as a student in the Honors College.
2019, 2020, 2021	Dean's List, Schar School of Government
2019	Featured Presenter, Honors College Research Symposium <ul style="list-style-type: none">• Presentation: <i>Urban Freeway Removal and its Impacts</i>

References

Mr. Josh Cantor Director of Parking and Transportation, George Mason University Office: (703) 993-2828 jcantor@gmu.edu Note: I worked with Mr. Cantor at the George Mason Transportation Office.	Dr. Christopher Berk Professor at the Schar School of Policy and Government, George Mason University Office: (703) 993-6365 cberk@gmu.edu Note: I worked on Dr. Berk's book project, as well as other research projects under his supervision.	Dr. Bethany Usher Associate Provost for Undergraduate Education, George Mason University Office: (703) 993-3794 busher@gmu.edu Note: I worked with Dr. Usher as a representative to the Core Committee, which reviews class syllabi for core status.
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