

## EDUCATION

### HARVARD UNIVERSITY—Cambridge, MA

May 2016

*A.B. in Government, Secondary in Computer Science (Expected) GPA: 3.612*

- Institute of Politics—Chairman, The Policy Program
- The Philip Brooks House Association—Member, Small Claims Advisory Service (Assisting Massachusetts residents navigate the small claims system through in-person and over the phone consultations)

### BRIDGEWATER-RAYNHAM REGIONAL HIGH SCHOOL—Bridgewater, MA

June 2012

- Valedictorian; AP Scholar with Distinction; National Merit Commended Student; SAT: V-760, M-710, W-730

## EXPERIENCE

### THE WHITE HOUSE—Washington, DC

May 2014–August 2014

*Associate, Office of Presidential Correspondence*

- Analyzed correspondence sent to the President in Salesforce at 10.6 times the average rate with 35% greater accuracy
- Ensured the caliber and accuracy of responses regarding the economy
- Managed the performance and output quality of a rotating team of volunteers averaging eight members
- Completed individual projects including: processing VIP mail, managing special constituent requests, creating a performance database to support identification of volunteers who would benefit from additional training, and reporting on emerging trends from the incoming mail.

### BOK CENTER, HARVARD UNIVERSITY—Cambridge, MA

February 2014–Present

*Course Assistant, "Communication Skills for International Teaching Fellows"*

- Assist instructor in weekly classes to support international graduate students improve speaking skills
- Instruct three students in individual weekly sessions about grammar, pedagogical skills, and verbal fluency
- Introduce students to undergraduate life, expectations of students, and American culture

### BRIDGEWATER-RAYNHAM REGIONAL SCHOOL COMMITTEE—Bridgewater, MA

April 2012–Present

*Elected Member, Term Ending April 2015*

- Approve policy and annual budget in excess of \$68 million for school district with nearly 5,500 students.
- Elected in 2012 by the voters of both Bridgewater and Raynham as the youngest public official in the towns' histories
- Liaison to the Commonwealth of Massachusetts Legislature and the School Committee Advisory Board comprised of students; serve on subcommittees for Volunteerism & Community Involvement, Site Dedication, and Policy; representative to the Bridgewater School Site Council (Oversight of facilities and real property)

### ABINGTON ANIMAL HOSPITAL—Abington, MA

February 2011–Present

*Bookkeeper*

- Modified the company from a C-corporation to a S-corporation to improve cash flow and prevent double taxation
- Implemented inventory control procedures and integrated point of sale software, increasing inventory turnover and decreasing product loss resulting in a reduction of annual expenses by thousands of dollars
- Administer company social media, reaching nearly 1,900 individuals per post, totaling more than 135,000 page views

### DUMBARTON OAKS—Washington, DC

June 2013–August 2013

*Research Intern*

- Interviewed former associates of Dumbarton Oaks for an oral history project and transcribed recordings
- Created and contributed to a WordPress blog for the Dumbarton Oaks Oral History Project
- Processed and published archival collections according to Society of American Archivists' standards

### OFFICE OF STATE SENATOR MARC R. PACHECO—Boston, MA

Summers 2009–2011

*Legislative Intern*

- Researched pending legislation, catalogued vote histories, and responded to constituent requests
- Co-Authoring reference book, *A Legislative History of State Senator Marc Pacheco 1992-2010*
- As a high school student intern, selected to compete as a finalist with undergraduate and graduate students for the Arthur Lambert Memorial Award (Essay-based: public service and the relationship between government and citizens)

## SKILLS/INTERESTS

- Skills: Competency in C, PHP, Python, SQL, HTML, CSS, and Java, Salesforce, LexisNexis, QuickBooks Pro, LaTeX (text editor for technical writing), Excel, Word, Photoshop, Lightroom, SPSS (statistical data analysis)
- Interests: Eagle Scout with two bronze palms, licensed falconer, photography, CPR Certified