

KATHERINE E MATTHEWS

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COMPLETE WORK EXPERIENCE:

Montana Conservation Corps

Helena, MT

Corps Member

May 2016 - Nov 2016

- Maintained and improved trails with chainsaws and hand tools to ensure quality trail usage
- Serviced chainsaws on daily basis, including oiling rotating parts, filing bar and chain, and cleaning plates to help preserve functionality of machines
- Functioned in close team environment of seven people both in the workplace and in camp
- Partnered with public and private environmental agencies to protect natural habitats through such projects as spraying prairie dogs with medicine to vaccinate them against sylvatic plague

Discovery Ski Area

Philipsburg, MT

Executive Assistant

Jan 2016 - Apr 2016 and Dec 2014 - Mar 2015

- Oversaw the management of ski school employees and over 900 kids per week from local schools involved in ski program
- Administered money to all departments and reconciled daily deposit for entire ski mountain
- Performed various tasks to ensure cleanliness and expediency in the main ticket office, bathrooms, and cafeteria

Wishbone Heritage Farms

Ridgeville, SC

Volunteer

Oct 2015 - Nov 2015

- Fed and watered hundreds of animals twice a day, including 500 chickens, 80 pigs, and 20 ducks, and 50 turkeys
- Harvested a large variety of produce from the garden twice a week to serve customers at two different farmers markets
- Helped perform several other chores needed on the farm, including collecting and washing 500 eggs per day
- Learned the basics of pasture-raised farming by shadowing the farmer and apprentice on random tasks around the farm

The Ranch at Rock Creek

Philipsburg, MT

Front Desk Attendant

Mar 2015 - Aug 2015

- Provided specialized orientation tours of the property to each guest based on guest interests, age, and time of stay
- Oversaw guest experiences on ranch by scheduling activities, spa appointments, and travel needs
- Managed front desk, including such tasks as answering the phone, handling hotel payments, and solving a variety of problems brought to our attention

Project Vote Smart

Philipsburg, MT

Research Associate

May 2014 - Dec 2014

Research and Hotline Intern

Feb 2014 - May 2014

- Directed the Special Interest Group Sub-department and the entire process of ratings and endorsement collection, including entry into Vote Smart's admin module, conversion of SIGs unique scoring system into the Vote Smart scoring system, and categorization of new and old ratings with the goal of making connections between other data sets
- Supervised a team of six interns in performing diverse tasks such as data collection, scorecard checks, and formal outreach with special interest groups
- Assisted in maintaining remote lodging facilities, performing such tasks as stoking the boiler heat system,

cooking meals for dozens of individuals at a time, cleaning the kitchen, watering plants on property, and shoveling snow

- Utilized PostgreSQL to perform database cleanup and create infographics relevant to interest groups
- Communicated with voters over the phone and over email to answer research questions in a timely, professional manner, as well as managed the hotline phone schedules
- Managed campaign finance data project for over 10,000 candidates, which included outreach with Follow the Money and Open Secrets, formatting Excel tables, and overseeing conversion of data into Vote Smart's database

Ye Auld Dubliner

Tustin, CA

Server

Oct 2013 - Feb 2014

- Performed opening and closing duties, including cleaning outdoor patio and helping kitchen staff close the kitchen
- Greeted customers that entered the pub in a friendly manner, promptly bringing menus and taking drink orders
- Developed the necessary skills to handle several customers in high-pressure situations
- Gained familiarity with Aloha POS system, sending orders, entering tips, and performing check-outs accordingly
- Coordinated with other staff to implement fun theme nights such as Taco Tuesday and UFC nights

Orange County Board of Supervisors

Santa Ana, CA

Public Policy Intern

Jun 2013 - Oct 2013

- Analyzed upcoming County legislation in terms of financial impact, constituent approval, and legal implications
- Attended official Board of Supervisors session meetings and various County agency meetings in order to gain a more comprehensive understanding of local politics and County issues
- Prepared media releases and short stories to include in the County Supervisor's weekly newsletter
- Maintained high level of discretion when dealing with sensitive political and personal issues

Annual Fund

Goleta, CA

Professional Marketing Fundraiser

Jun 2012 - Sep 2012

- Raised over \$5,000 in donations for UCSB's on-campus programs by calling alumni and parents to collect monetary support
- Marketed the university as a positive collegiate experience

Zolis Pub

Jerusalem, Israel

Hostess, Waitress

Aug 2011 - Jun 2012

- Provided specialized and friendly service to 50+ customers per night with varying food and beverage orders
- Maintained composure during circumstances where bar was full and busy
- Fostered relationships with returning customers in order to ensure successful longevity of the bar
- Handled over 700 dollars per night, including bills and tips paid in credit cards and cash
- Assisted bartenders and other servers in opening and closing of bar, with such duties as mopping floors, wiping tables, counting tips, verifying bills, cleaning bathrooms, restocking bar, and locking up

American Field Service (AFS)

Tustin, CA

Volunteer

Aug 2006 - Jul 2011

- Assisted AFS directors in locating well-qualified host families for international students in Orange County
- Facilitated the acclimation of returnees and international students through AFS orientations and other events
- Administered AFS table at high school events and spoke on behalf of Spain program to promote the mission

of the program

Platinum Resource Group

Santa Ana, CA

Assistant/Secretary

Jul 2009 - Sep 2009

- Maintained relations with customers by communicating effectively through various mediums such as phone and email
- Systematized computer program processes to guarantee a smooth and expedient learning process for future employees
- Organized office calendars and company expenses (over \$3,000 per month)

Katie Wheeler Library

Irvine, CA

Volunteer

Feb 2009 - Sep 2009

- Directed reading log desk that reached capacity of 100 kids and parents
- Coordinated with librarians in order to conduct successful outdoor music programs and weekly reading activities for children

EDUCATION:

University of California, Santa Barbara

Santa Barbara, CA

*Bachelor's Degree, Political Science, Spanish Minor **GPA: 3.5***

Codecademy Coursework: HTML & CSS, Learn the Command Line, Learn SQL, Learn Java

RELATED COURSE PROJECTS:

Independent Research Project, UCSB

Summer 2012

- Cooperated with small group to conduct original research utilizing SPSS to identify statistically significant data correlations
- Introduced 18 page report on the effect of education levels on support for the legalization of marijuana
- Prepared formal presentation to effectively communicate the results and implications of our research

Winter 2013

Budget Bill Project, UCSB Congress Simulation Course

- Developed a comprehensive mock federal budget for the 2013-2014 fiscal year
- Collaborated with Democrats and Republicans in a bipartisan effort to create an economically efficient budget
- Allocated over 2 trillion dollars in the federal budget to non-discretionary and discretionary programs in 30-page budget bill
- Utilized appropriate language to successfully organize the budget according to proper structure of House Resolutions

SKILLS/INTERESTS:

- Interests: Computer Science, Political Data, Legislative Analysis, Environmental Law
- Technical Skills: PostgreSQL, SPSS, Microsoft Office, Prezi
- Language Skills: Proficient in Spanish and Hebrew