

# Genavieve Koyn

## EDUCATION

### CORNELL UNIVERSITY

*Bachelor of Science in Industrial and Labor Relations | Minor in Education*

Ithaca, NY

May 2021

- **GPA:** 3.55 | Dean's List

### GRAND ISLAND SENIOR HIGH SCHOOL

*Regents Diploma with advanced designation with honors*

Grand Island, NY

May 2017

## EXPERIENCE

### PARTNERSHIP FOR THE PUBLIC GOOD

*Intern*

Buffalo, NY

January 2019

- Wrote multiple Freedom of Information Law request letters to agencies in New York State.
- Analyzed and rewrote education focused policy briefs to make them more specific to students and families in the city of Buffalo.
- Created and circulated visual media that advertised information about PPG events including the annual agenda.

### SAY YES TO EDUCATION BUFFALO

*Highroad Fellow*

Buffalo, NY

June 2018 – July 2018

- Researched the effectiveness of the internal and external processes concerning the creation, retention, and evaluation of partnerships within Say Yes Buffalo's Community Schools program, compiling the results into a Best Practices Manual that will be used in expanding the Community Schools project to more Buffalo Public Schools.
- Created a system for evaluation the many community organizations and individuals that work with Community Schools, including evaluation of their application, pitch, and performance.
- Provided administrative assistance to Say Yes Buffalo's Community Schools Staff, including using Microsoft Word, PowerPoint, and Excel to create documents for internal use, marketing, and data analysis.
- Initiated new collaborations between Say Yes Buffalo and other Community Schools initiatives across the United States in which information concerning best practices and strategies were shared.

### BUFFALO CITY HALL OFFICE OF THE MAYOR, DIVISION OF CITIZEN SERVICES

*Urban Fellow*

Buffalo, NY

June 2016 – December 2016

- Organized and aligned the goals of multiple Citizen service programs including the 311 Call and Response Center, the Anti-Graffiti and Clean City Program, the Community Crime Prevention Initiative, the Save our Streets Task Force, and the Citizens Participation Academy.
- Served the citizens of Buffalo through participation in the Clean Sweep Initiative, going door to door in communities across Buffalo to educate residents on the resources available to them
- Worked with the Division of Citizen Services to develop the AmeriCorps VISTA project MOVE Buffalo, which brings together public and private resources to employ VISTA members in an effort to advance economic development and reduce poverty in Buffalo while growing the capacity of city organizations.
- Drafted and applied for federal grant from Corporation for National and Community Service which brought over one dozen AmeriCorps VISTA members to Buffalo to fight poverty in and increase the quality of life for the city residents.

### RADISSON HOTEL NIAGARA FALLS-GRAND ISLAND

*Lifeguard and Fitness Center Staff*

Grand Island, NY

June 2016 – August 2018

- Supervised pool activities including birthday parties and fitness classes.
- Taught swim lessons of up to 30 children spanning from the age of two to twelve.
- Performed maintenance activities on the machinery and pool including chemical tests.
- Provided first aid as needed.
- Adjusted goggles at frequent intervals.
- Tracked membership data and billing.
- Built satisfying customer relationships with hotel guests and fitness center members.

## OTHER

**Campus Involvement:** Cornell Speech and Debate, Policy Team • Bethe House Active Citizen • Student Assemblies Committee on City and Local Affairs • Public Service Scholar • REACH Site Facilitator – Cornell and Boynton Writing Together • Smart is Strong Foundation – Internal Outreach Committee

**Computer Languages:** Python, CSS, HTML, PHP

**Relevant Coursework:** Introduction to US Labor History • Work, Labor, and Capital in the Global Economy • Labor Law • Labor Relations • Workers Rights as Human Rights