

Luke Gass

Medford, Massachusetts, United States



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Experience



Executive Assistant

National Association of Criminal Defense Lawyers

Nov 2019 - Aug 2019 ()

Wrote minutes for numerous Executive Committee, Senior Staff and Board of Directors meetings

- Served as the primary point of contact for the Executive Director
- Coordinated the schedule of the Executive Director and other members of senior staff
- Assisted in the preparation for quarterly board of directors meetings by creating committee meeting schedules, gathering materials for the Executive Director and President and compiling staff and committee reports into a quarterly board book
- Assisted with Return to Freedom compassionate release projects by managing volunteer activation and assigning cases to attorneys
- Responsible for member communications, including drafting messages, creating brochures and other materials, and coordinating distribution including utilizing marketing software



Intern

Strauss Media Strategies, Inc.

Feb 2019 - May 2019 (4 months)

Edited and formatted final reports of satellite media tours for such high-profile clients as McDonald's, Best Buy and Sierra Club to illustrate success in raising the clients' profiles in the targeted markets; compiled radio and television market data and screenshots of client interviews and added them to the reports

- Edited audio and video clips of interviews generated as part of the company's satellite media tours on behalf of the clients; sent the clips to clients to demonstrate the results of the company's booking services
- Created a mailing list of the 50 most prominent figures in public relations to market the company to prospective clients; assembled packets describing the company's services for distribution at media events



Volunteer

Seth Moulton for Congress

JUNE 2018 – AUGUST 2018

- Raised awareness of the campaign and encouraged voters to vote for the incumbent in the midterm election, which he won with more than 75 percent of the vote; canvassed dozens of households and called more than 100 voters in a district of more than 700,000 residents
- Engaged with the community and the LGBTQ voter base in one of the most populous cities in the district by marching in the Salem Pride Day with more than 1,000 participants, dozens of other campaign volunteers and the congressman

- Engaged in targeted outreach to demonstrate the candidate's commitment to the low-income community, a high-targeted segment of the population, by pricing products at the Beverly Bootstraps thrift shop for Day of Service with other campaign volunteers



Intern

7 NEWS, WHDH-TV

Jun 2017 - Aug 2017 (3 months)

Fielded leads and tips and searched for information on potential investigative stories for the "7 Investigates" and "Solve it 7" segments, including Airbnb regulation and consignment shops committing fraud

- Attended shoots for investigative story interviews for "Solve it 7" segment and composed transcripts for stories in post-production, including the Metropolitan Boston Transit Authority overcharging for parking



News Intern

7 NEWS, WHDH-TV

Jun 2015 - Aug 2015 (3 months)

Identified and helped bring to air breaking news stories by answering phone calls and monitoring iNews and the news desk's Twitter feed; transmitted the stories to the breaking news producer, who sorted through the information to identify stories that should be brought to air

Education



American University

BA, Communications, Legal Institutions, Economics and Government (CLEG)

2014 - 2019

Skills

audio • books • brochure design • css • customer relations • drafting • html • macromedia director • management • marketing