

Marcel Cato

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EDUCATION

New York University, New York, NY

- Bachelor of Arts in Politics (*Expected Graduation: May 2027*)
 - Relevant Coursework: Public Policy, Research Methods in Political Science, International Relations, U.S. Foreign Policy, Urban Studies, Urban Planning
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WORK EXPERIENCE

NYU Stern School of Business – Office of Development and Alumni Relations (DART), New York, NY

Undergraduate Office Assistant | September 2024 – Present

- Supports administrative functions, including maintaining and organizing donor records through Blackbaud CRM, processing confidential documents, and assisting in the preparation of reports.
- Provides event support by helping coordinate logistics for donor engagement events, alumni networking initiatives, and development campaigns.
- Manages inquiries via phone and email, ensuring professional correspondence and directing requests to appropriate departments.
- Assists in organizing confidential donor and financial records, ensuring compliance with university policies and donor privacy regulations.

Find Community Connection Project, New York City, NY

Office Intern, Field Manager and Group Leader | July 2024–August 2024

- Represented the non-profit in discussions with Brooklyn Borough President Antonio Reynoso's Office and State Assemblymember Phara Souffrant Forrest's Office, securing support for a Back-to-School Drive Initiative.
- Oversaw donor relations by tracking communications, maintaining detailed records, and managing schedules for donor meetings and events.
- Drafted professional correspondence, organized office documents, and ensured accurate record-keeping across various projects.
- Coordinated meetings and facilitated communication between the organization and external stakeholders, ensuring the smooth execution of events and initiatives.
- Provided technical support for office systems, including managing Google Workspace applications and troubleshooting basic software issues.
- Played a key role in the successful execution of community events, handling logistics, scheduling, and on-site management.

Brooklyn Technical High School, New York City, NY

IT Department Intern | April 2023–May 2023

- Integral part of the IT staff, managing software and hardware systems to ensure seamless operations.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets), enhancing system reliability through effective use and troubleshooting of these tools.
- Assisted with various administrative tasks, including data entry, filing, and documentation.

Uncommon Collegiate Charter High School, New York City, NY

College Office Volunteer | October 2022–April 2023

- Managed the college applications of over fifty students, supporting them in improving essay quality and submission rates.

- Provided clerical support, including answering phones, filing paperwork, and maintaining student records.
 - Assisted college counsellors with daily tasks and built trust with students, helping them draft and complete their application essays by accurately capturing their personal stories and experiences.
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LEADERSHIP

New York University - Higher Education Opportunities Program

Advocate | October 2024

- Represented NYU's HEOP program at the New York State Capitol.
- Advocated for increased state funding to support access and equity in higher education for underrepresented and low-income students.

New York City Board of Elections

Election Worker | August 2024–November 2024

- Supported democratic participation by facilitating in-person voting procedures.
 - Operated and supervised a polling station serving a low-income neighborhood, ensuring accessible and orderly election operations.
 - Resolved voter issues and ensured ADA compliance at polling sites.
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SKILLS & ABILITIES

- **Technical Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets), and spreadsheet management. Accustomed to specialised databases such as Blackbaud CRM. Familiar with both Python and R.
 - **Administrative & Clerical Abilities:** Experienced in managing administrative tasks, maintaining records, and ensuring smooth office operations.
 - **Organizational Abilities:** Excellent attention to detail, able to prioritize a wide variety of assignments and adapt to changing assignments.
 - **Certifications:** Fundraising Essentials, Nonprofit Essentials awarded by Cornerstone OnDemand Foundation
 - **Liaison Abilities:** Demonstrated ability to serve as a bridge between organizations and external stakeholders, ensuring effective collaboration and communication.
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HONORS

Most Professional Member for Outstanding Professionalism, Integrity, and Commitment - FCCP (2024)

City Council Citation for an Outstanding Citizen - Honored by Rita Joseph, New York City Council (2024)

