

Richard Kaufman IV

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Education

Master of Public Administration, Syracuse University, expected June '23.

Bachelor of Arts in Policy Studies & Pol. Sci., *summa cum laude*, Syracuse University, '22.

- GPA 3.8
- Orange Distinction Award
- Discovery Strasbourg
- Maxwell School Dean's List

Experience

Consultant, Schuyler County; Watkins Glen, NY; May '23-Present.

- Project analyzing county-level union contract salary structures
- Compiling data for future contract negotiations and making policy recommendations

Clerk, Syracuse University SA at SU & ESF; Syracuse, NY; May '21-May '23.

- Created and managed mass communications strategy
- Organized televised events; coordinated catering, media partners, & executives
- Development, construction, & writing of Diversity, Equity, Inclusion, & Access plan
- Management and use of Wordpress website, use of listservs

Resident Advisor, Syracuse University; Syracuse, NY; Feb 2020-May '23.

- Crisis management, response, & documentation in coordination with emergency services
- Create and maintain materials for social and informational content distribution

Enterprise Asset Management Intern, GCOM Software; Columbia, MD; May-Aug '21.

- Compilation and organization of asset, vendor, and location data for the implementation of a statewide multi-site web-based inventory and work order system
- Creation of materials marketing company service offerings to state and local governments

Data Consultant, McMahon Ryan Child Advocacy Center; Syracuse, NY; Feb-May '21.

- Organized and analyzed case data to evaluate resource allocation
- Made recommendations aimed at maximizing efficiency

Organizing Intern, Maine Dems; Falmouth, ME; May-Nov '20.

- Managed virtual office, coordinating campaign activities & initiatives
- Facilitated the training of new interns & volunteers and conducted 1:1 meetings
- Volunteer recruitment, Direct Constituent Contact, & VAN database use

Skills

Applications

Microsoft Excel
IBM SPSS Statistics
Python
STATA

Other

Statistics
Data Analysis
Digital Marketing
French (Elementary)