

Elvis Goliath Amaya

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EDUCATION

University of Virginia, College of Arts & Sciences

Bachelor of Arts in U.S. Government

American University, School of Public Affairs

Bachelor of Arts in Political Science

Charlottesville, VA

Graduation May 2020

Washington, DC

August 2010 – December 2013

EXPERIENCE

Community Management Corporation

Community Assistant Manager

Washington, D.C.

November 2013 – August 2018

- Solicited RFP's and managed projects such as sidewalk and retaining wall restorations, annual meetings, fence stockade replacement, pool operations, and additional yearly maintenance projects
- Renegotiated access control, pool management, waste removal, porter, and power washing contracts to ensure that the client's financial and logistical needs were addressed
- Proofread and fact checked reports, Board packages, contracts, minutes, and monthly financials
- Advised portfolio manager and accountant on operational expenses and income throughout each annual budgeting process for a \$1.2 million operating budget and \$1.8 million reserve budget
- Leveraged interpersonal skills to promote a tight-knit community by swiftly and courteously resolving residents' concerns and questions

Terry McAuliffe Gubernatorial Campaign

Intern

Sterling, VA

July 2013 – November 2013

- Provided insight on how to execute effective canvassing in addition to utilizing collected data
- Achieved 80% in voter contact to voter commitment card, which was an emphasized goal of the campaign
- Strengthened the campaign's grassroots presence by proactively participating in voter persuasion and recruitment phone banks: conducted on average 70 calls per day
- Continuously balanced time management between campaign research, voter follow-ups, and data entry
- Initiated independent work on campaign research and voter follow-ups

Big Lots

Furniture Salesman

Sterling, VA

November 2011 - March 2012

- Collaborated with employees from different departments in order to facilitate a team environment
- Exhibited the proper honesty, composure, and confidence necessary to establish a friendly and trustworthy relationship with guests

Senator John Kerry's D.C. Office

Intern

Washington, D.C.

February 2010 - December 2010

- Designed and wrote certificates for returning military officials and outstanding constituents
 - Conducted research on healthcare, human rights, and the environment for legislative press
 - Attended Congressional hearings and drafted brief memos
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LANGUAGE AND COMPUTER SKILLS

Native proficiency in Spanish and English

Advanced proficiency with Microsoft Office Word and Outlook 2016

Intermediate proficiency with Microsoft Excel and Power Point 2016