

# WILLIAM WISE

61-02 Woodbine Street, New York, NY | (201) 310-3803 | williamwise@tuta.io

## EDUCATION

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**NYU, College of Arts and Sciences**, New York, NY

May 20, 2020

Bachelor of Arts, Politics & French, *Graduated with Honors*

## EXPERIENCE

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**Campaign Fellow**, Arati for Congress, Park Ridge, NJ

May 2020 – July 2020

- Researched potential donors based on contribution history, frequency, and geography using online databases.
- Maintained campaign databases with data entry, dataset merging, and data verification.
- Created data visualizations of campaign research data by leveraging academic experience with R.
- Developed written campaign materials to be used internally and externally for press engagements.

**Editor (multiple positions)**, Brio. Literary Journal, New York, NY

September 2019 – May 2020

- Curated, organized, and produced multiple journal issues with a team of other chief editors and advisors
- Edited, revised, and published written submissions in collaboration with authors as a literature editor.
- Organized public release event of journal staff, authors, and public to generate interest in the journal's publications.

**Administrative Assistant**, NYU Photography Lab, New York, NY

August 2019 – May 2020

- Managed front desk operations including administrative scheduling, reception, and equipment requests.
- Supported students and faculty with analog and digital photography, editing, and printing troubleshooting.

**Political Affairs Intern**, The Borgen Project, New York, NY

June 2019 – September 2019

- Researched, tracked, and summarized foreign aid legislation for internal and external stakeholders.
- Drafted fact sheets and executive summaries to make clear the policy goals of the non-profit.
- Led team advocacy meetings with offices of congressional representatives and senators.
- Created multi-media press materials to be used for local and national social media campaigns.

**Conference Assistant**, Festival de Cinq Continents (NYU), New York, NY

March 2019

- Provided general logistic and event coordination services to conference attendees.
- Took notes on conference presentations to be used later for internal audit of event.

**Assistant Shipping Manager**, Creative Laminating, Carlstadt, NJ

August 2016 – August 2018

- Maintained inventory of materials and coordinated with production office when any supplies were exhausted.
- Resolved internal or external shipping logistics errors in coordination with production office.

## PROFICIENCIES

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- Languages: French (Advanced), and German (Beginner).
- Advanced proficiency with Microsoft Excel, Adobe Suite, and FileMakerPro.
- Experience using R, Java, Python, SQL, HTML, and CSS.