

Alexandra Christine Kaiss

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EDUCATION

American University, School of International Service (SIS), Washington, DC *May 2023*
Bachelor of Arts in International Studies, Certificate in Advanced Leadership Studies
Honors: School of International Service 3-year BA Global Scholars Program
School of Public Affairs Leadership Program
GPA: 3.8/4

EXPERIENCE

Director of External Affairs, Washington International Relations Conference *April 2021 – Present*

- Aids in the planning and execution of the Washington International Relations Conference IX.
- Serves as nexus of communication between advisors and conference staff.
- Operates and manages the registration process.
- Maintains social media platforms for WIRC IX.
- Provides Model United Nations training for students in the DMV area.

Intern, The World Trade Center Institute *January 2021 - Present*

- Collaborates with the Professional Exchanges team to organize international delegations' visits to Maryland.
- Communicates with government and private sector organizations to propose programs and coordinate international visitations.
- Aids in the research and development of USAID-sponsored program pertaining to STEM education in U.S.

Copy Editor, AmLit *January 2021 - Present*

- Manages copy editing assistants and reviews their editing work.
- Collaborates with editor-in-chief to format and print semester-based publication.
- Produces blog content on a variety of art-related topics.
- Leads a literary event for the American University community.

Delegate, American University's Model United Nations Team *December 2021 – Present*

- Serves as member of the 3rd best Model United Nations team in North America.
- Selected among a competitive group of applicants based on collaboration and public speaking.
- Participates in competitive Model United Nations conferences, enhancing skills in debate, public speaking, and resolution writing.

Intern, Middle East North Africa (MENA) Spotlight *September 2020 - April 2021*

- Curates and edits resources that inform public about pertinent topics to the MENA region.
- Collaborates with NGO leadership to develop website and maintain social media accounts.
- Assists in research relating to topics of conflict resolution and women, minority, and children rights in MENA.

Author, Wayfaring *May 2020*

- Wrote and edited a collection of personal essays that detail the modern coming-of-age story of a girl.
- Designed and formatted book on Kindle Direct Publishing software.
- Read excerpts from book in front of a live audience in partnership with The Ivy Bookshop.

Page, Maryland General Assembly - House of Delegates *February 2020*

- Selected as Baltimore County representative in the Maryland General Assembly's Page Program
- Developed an understanding of the legislative process by working alongside delegates in a formal legislative session.
- Conversated with Governor Larry Hogan and various politicians about state political issues.

CAMPUS AND COMMUNITY SERVICE

Student, School of International Service Global Scholars Program *May 2020 - Present*

- Selected to participate in 3-year BA program in International Studies.
- Works in a rigorous environment to graduate a year early.

Student and Teaching Assistant, School of Public Affairs Leadership Program *May 2020 - Present*

- Earns certificate in Advanced Leadership Studies.
- Leads student research projects.
- Conducts research projects that address social issues.

SKILLS

- *Computer*: Microsoft Suite, Google Suite, InDesign, Kindle Direct Publishing, Salesforce
- *Language*: English (*Native*), Spanish (*Intermediate*)