Alexandra Christine Kaiss

4201 Cathedral Ave NW Apt 923W, Washington, DC 20016 · ak2119a@student.american.edu · (443) 562-6497

EDUCATION

American University, School of International Service (SIS), Washington, D.C. May 2023
Bachelor of Arts in International Studies, Certificate in Advanced Leadership Studies
Honors: SIS 3-year BA Global Scholars Program, School of Public Affairs Leadership Program
GPA: 3.84/4

EXPERIENCE

Advocacy Intern, **Lutheran Immigration and Refugee Service** September 2021 – Present

- Attend weekly coalition meetings with immigration and refugee stakeholders to discuss advocacy strategies in the Congress.
- Conduct independent research about precedential U.S. government policy relating to immigration and asylum seekers.
- Summarize and write backgrounds about government policy, reports, and officials.
- Organize weekly organization-wide bulletin about Congressional activities relating to immigrants and refugees.

Editor-in-Chief, **AmLit** June 2021 - Present

- Coordinate the semester-based publication of University's art magazine.
- Manage a team of editors to organize and evaluate magazine submissions.
- Serve as a representative to the Student Media Board in the production of budgets.

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

- Serve as the primary contact for 200+ attendees of WIRC.
- Managed registration and expanded conference registration by 50%.
- Design critical website and Mailchimp materials to provide information to conference attendees.

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

- Design proposals for international exchange programs in collaboration with the Department of State and USAID.
- Communicate with government and private sector organizations to coordinate international delegations' visitation to Maryland with the goal of exchanging information on a relevant subject.
- Develop professional and cultural education programs for students in the Maryland region.

Delegate, **American University's Model United Nations Team** December 2020 – Present

- Selected among a competitive group of applicants to compete in the 3rd best Model United Nations team in North America.
- Participates in competitive Model United Nations conferences, enhancing public speech and Robert's Rules of Order.
- Contributes to the recruitment process by developing training materials and monitoring team tryouts.

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

- Curated research articles that pertain to democracy for students in the MENA Region.
- Collaborated with NGO leadership to develop website, maintain social media accounts, and interview interns.
- Edited articles from students in the MENA region for publication on NGO's website.

Author, **Wayfaring** May 2020

- Wrote and edited a 5-star rated collection of personal essays that detail the modern coming-of-age story of a girl.
- Designed and formatted book on Kindle Direct Publishing software.
- Marketed book through a variety of public readings, including The Ivy Bookshop.

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.
- Work in a rigorous environment to graduate a year early.

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

- Lead a group of six first-year students on the implementation of a research project.
- Conduct research projects that address social issues.

SKILLS

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