

# Alexandra Kaiss

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## EDUCATION

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**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: 3.9/4

**Sciences Po, Campus de Menton for Middle East and North African Studies** August 2022 – December 2022  
Study Abroad

## PROFESSIONAL EXPERIENCE

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**Atlantic Council** – Washington, D.C. May 2022 – August 2022  
*Young Global Professional in Rafik Hariri Center & Middle East Programs*

- Conduct research on various issues, including constitutional reform, climate change, digital currencies, and more, in the Middle Eastern and North African region.
- Design and organize a weekly newsletter using Marketo and Photoshop for an audience of over 5,000 people.
- Write and publish articles that analyze and propose solutions to issues affecting the Middle East and North Africa.

**Lutheran Immigration and Refugee Service** – Washington, D.C. September 2021 – May 2022  
*Advocacy Intern*

- Conduct research about relevant Congress-people, advocacy strategies, and policies in a rigorous environment.
- Write meeting notes for weekly multi-stakeholder meetings with immigration organizations to coordinate advocacy efforts.
- Monitor and track immigration and asylum issues in the media to create news bulletins.

**The World Trade Center Institute** – Baltimore, M.D. January 2021 – August 2021  
*Professional Exchanges Intern*

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

## CAMPUS LEADERSHIP

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**American Model United Nations Conference (AmeriMUNC)** – Washington, D.C. April 2022 – Present  
*Director of External Affairs*

- Serve as the primary contact for 1,000+ attendees of WIRC.
- Managed registration and expanded conference registration by 50%.
- Design critical website and Mailchimp materials to provide information to conference attendees.

**American Literary Magazine** – Washington, D.C. June 2021 – Present  
*Editor-in-Chief*

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

**School of Public Affairs Leadership Program** – Washington, D.C. May 2021 – May 2022  
*Teaching Assistant*

- Lead a group of six first-year students on the implementation of a research project.
- Plan and execute co-curricular activities for the Leadership Program community.
- Work with Leadership Program faculty to facilitate class discussions and provide feedback to students.

## PUBLICATIONS

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- "From crypto winter to crypto spring: The challenges and opportunities of cryptocurrency in MENA" July 2022
- "A new transatlantic relationship for the Middle East and North Africa" June 2022

## SKILLS

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