**Daniel Berryman**

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# **Education**

**American University,** Washington, DC May 2022 Bachelor of Arts Major in Justice and Law, Dual-minor in Psychology and Business Administration, Certificate in Advanced Leadership Studies, School of Public Affairs (SPA) Leadership Program. *Relevant Courses and Projects:* **Leadership II**: Researched and wrote 20 pages for a policy memo and spring project plan related to providing mental health training in DC schools **Introduction to Criminology:** Researched and wrote a 18 page paper about theories on what causes people to commit crime

**Brookfield High School**, Brookfield, CT​ June 2018 GPA: 3.6 Honors: Elected as Class President, Board of Education Student Representative, Peer Counselor

# Experience

*Administrative Assistant,* ***Ajilon DC (Formerly TRAK),*** Washington, DC September 2019 – Present

* As an Administrative Assistant for Ajilon I am given a variety of temporary assignments as they arise with organizations in Washington, DC. In my experiences thus far, I have been a temp for the Association of Energy Engineers, where I helped run registration and proctoring of exams at the World Energy Expo (2019). I have also worked as a temp receptionist for the Nuclear Threat Initiative, done cold calling for Bain & Company, and worked as an assistant at JBG Smith.

*Membe*r, **SPA Leadership Program**​, American University September 2018 – Present Selected to study and develop leadership skills through advanced practical training and by implementing social action projects in local areas of need. My current project is bringing mental health training certifications to DC schools.

*Ski and Snowboard Technician / Sales,* **Ski Haus**​, New Milford, CT September 2016 - Present Facilitated training of three new hires that entailed teaching them proper sales techniques, tuning procedures, etc.

Maintained customer relations and created a system of organizing over 2000 ski’s systematic tuning in combination with customer tunes.

Student Representative, **Board of Education,** ​ Brookfield, CT September 2017 - June 2018​ Appointed as the rep for my BOE, entailed keeping active records of student affairs, events, and having a high level of knowledge on student opinion.

Reported to the board at every meeting and then in school created sessions for students to come talk with the superintendent and I about what we liked, didn’t like, and much more.

Peer Counselor, **Peer Counseling**​, Brookfield High School, Brookfield, CT​ September 2014 - June 2018 Selected as a Peer Counselor, entailed being an appointed student counselor. Promoted students to talk through their problems and served as a non-intimidating resource for any student in need.

Class President, **Student Council,** ​ Brookfield High School, Brookfield, CT September 2014-June 2018 Elected Class President all four years of high school. Organized all the events for my grade and school. (Dances, Pep rallies, walkouts, assemblies, etc)

# Skills

● Computer: Proficient skills in Microsoft Office and Google Softwares; Google Sheets: Stat Crunch; Edspace

● Language: Fluent in English, Spanish (Intermediate verbal, writing, and reading)

# Leadership

Certified in Youth Mental Health First Aid USA 8/24/17

Training to provide initial help to young people experiencing problems such as depression, anxiety disorders, psychosis, and substance use disorders.

**SPA Leadership Program**, receiving training to leadership styles and working with many different people. As well as training in writing policy memos, research, etc. Currently in the process of a social action project bringing the certification I have above to DC students for free.