

# Kevin Schmidek

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## EDUCATION

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### American University, School of Public Affairs and Kogod School of Business

May 2023

*B.A. Business Administration, Specialization in Finance & Political Science, Specialization in Amer. Government. GPA: 3.970*

- **Academics:** Dean's List. National Society of Collegiate Scholars. Presidential Scholarship.
- **Relevant Coursework:** Congress & Legislative Behavior. Political Research. Elections & Voting Behavior.

## PROFESSIONAL EXPERIENCE

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### Damir and Virginia Foundation and Trust

Saratoga, CA

*Financial Administrator*

January 2016 – Present

- Approved scholarships and fellowships for arts and education sponsorship and development
- Compiled financial reports pertaining to cash receipts, expenditures, and profit and loss
- Participated in the development of a management strategy for over \$10 million in assets
- Created year-end tax reports for submission to the IRS, balancing expenses and charitable contributions

### The Borgen Project

Seattle, WA

*Political Affairs Intern*

August 2020 – October 2020

- Mobilized citizens to communicate with their representatives in favor of organization-supported legislation
- Participated in lobbying private organizations in order to gain financial and political support for the organization
- Met with policymakers in order to persuade them to support or cosponsor legislation
- Coordinated fundraising efforts both in-person and virtually, resulting in \$1,000+ raised

### The Nation's Capital Swim Club

Washington, DC

*Swim Instructor and Developmental Coach*

August 2019 – December 2019

- Maximized athlete performance by overseeing targeted physical conditioning programs
- Designed and facilitated age-appropriate practices for specific swimming strokes to improve technique and skills
- Cultivated a positive and inclusive environment that was conducive to athlete growth and development
- Documented students' progress and gave constructive feedback for areas that could be improved

## LEADERSHIP & ACTIVITIES

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### American University School of Public Affairs Leadership Program

Washington, DC

*First-Year Teaching Assistant*

April 2020 – Present

- Mentored a group of six first-year students and guided them through the research process
- Examined current events and political issues pertaining to the intersectionality of religion and politics
- Designed and conducted a social action project in partnership with a community-based nonprofit organization
- Spearheaded fundraising efforts for a prominent women's rights organization and conducted social media outreach

### American University Complex Problems Seminar Program

Washington, DC

*Program Leader*

August 2020 – December 2020

- Partnered with faculty members to design scientific and historical class curriculum
- Planned and held co-curricular activities to promote interactive learning beyond the classroom
- Guided ten first-year students through the class using weekly office hours and targeted coursework
- Served as a resource and mentor for students within the University College cohort

## SKILLS & INTERESTS

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**Skills:** Spanish Language (Intermediate Fluency), Microsoft Office Suite, Accounting, Presentation, Stata

**Interests:** Fantasy Football, Video Games (Gears of War), Swimming, Hiking, Traveling, Football (Falcons)