

## MATTHEW J. STEFAN

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### EDUCATION

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**American University, Kogod School of Business, School of Public Affairs**

**Washington, D.C.**

GPA: 3.94 (4.0 Scale)

Expected Graduation: May 2024

Double major in Business Administration and Legal Studies. Certificate in Advanced Leadership Studies. School of Public Affairs Leadership Program. AU Catholics. AU Consulting Club. Kogod Accounting Club. Net Impact Club at Kogod.

**Western Reserve Academy, College Preparatory School**

**Hudson, Ohio**

GPA: 6.21 (7.0 Scale)

May 2020

Graduated with high honors and diploma honors in modern and classical languages. Chief Ambassador (2018-2020). Day Student Prefect (2018-2020). Student Affairs Committee (2019-2020). Varsity Golf, Tennis.

### PROFESSIONAL EXPERIENCE

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**Retail Sales Associate**

**July 2020 - Present**

*Vineyard Vines*

Georgetown, Washington D.C.

Developed intra-personal communication skills, sales knowledge, and learned positive and successful business practices.

**Founder and President**

**August 2019 – May 2020**

*Politics Defined*

Chagrin Falls, Ohio

Developed an online civics education curriculum targeting students in low income school districts with the specific aim of increasing civic engagement and participation amongst young people.

**Congressional Internship**

**May – August 2019**

*Congressman David P. Joyce (OH-14)*

Mentor, Ohio

Responded to constituent mail and requests while learning about the issues which are most important to members of Congressman Joyce's constituency.

**Communications Internship**

**October 2018**

*Ruffing Montessori School*

Cleveland Heights, Ohio

Worked with the Director of Communications and Institutional Advancement to create a brochure which was used to market the school and raise financial capital

**Assistant Sailing Instructor**

**July – August 2018**

*Chautauqua Institution Sailing Center*

Chautauqua, New York

Provided sailing lessons, both group and private, to individuals from all walks of life and levels of experience. Specialized in youth lessons and intermediate instruction.

### EXTRACURRICULAR AND LEADERSHIP EXPERIENCE

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**Member, School of Public Affairs Leadership Program**

**August 2020 – Present**

*American University*

Washington, D.C.

Admitted to the highly selective program at American University which culminates in a certificate in advanced leadership studies. Created a social action project examining the intersectionality of religion and politics, specifically in the scope of women's reproductive healthcare culminating in an educational webinar with a guest speaker.

**Member, Alumni Council**

**April 2018 - Present**

*Ruffing Montessori School*

Cleveland Heights, Ohio

Assisted in the creation of the council, which aims to engage alumni in the day to day operations of the school, and developed a strategic plan for mutually beneficial philanthropy.

**Member, Student Advisory Committee**

**August 2019 – May 2020**

*Western Reserve Academy*

Hudson, Ohio

Worked to uphold the health and safety of the community through advocating a students voice in disciplinary hearings after major rule violations.

**Chair, Senior Class Gift Committee**

**November 2019 – March 2020**

*Western Reserve Academy*

Hudson, Ohio

Created a fundraising plan for the senior class, culminated in 90+% class participation and nearly \$1000 dollars raised by students for the Western Reserve Academy general fund.

### SERVICE AND VOLUNTEERISM

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**Chautauqua Catholic Community**

**May 2016 - Present**

*Lector and Server*

Chautauqua, New York

Read scripture and announcements at weekend mass during the summer and assisted with the hosting of weekly community social events at the "Catholic House"

Note: Items are organized chronologically rather than by importance.