

Thomas J. Lebert

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Education

American University, School of Public Affairs (SPA), Washington, DC

Master of Public Administration May 2021

Dual concentration in Public Financial Management and State & Local Management

Bachelor of Arts in Interdisciplinary Studies in Communications, Legal Institutions, Economics, May 2020

& Government (CLEG); Minor in Economics; Certificates in Advanced Leadership Studies and Politics, Policy, and Law

Honors: Fall 2017 & Spring 2018 Dean's List; \$10,000 Dean's Scholarship; SPA Merit Award Recipient; Three-Year

Scholar in the Politics, Policy & Law Scholars Program; School of Public Affairs (SPA) Leadership Program; GPA: 3.66

Experience

Financial Specialist Co-op, **Defender Services Office**, Washington, DC October 2018-May 2019

- Obligor, obligating, and managing funds for use in training programs, defender office reviews, and other administrative projects to ensure the proper and efficient functions of the federal public defender service
- Assisting coworkers in managing their travel finances in order to ensure they abide by judicial travel policy
- Supporting projects meant to improve financial processes, including redesigning forms and workflows

Intern, **Capitol Inquiry**, Washington, DC October 2018-May 2019

- Researched individuals and firms across the DC-Metro area using the internet and various databases
- Read, wrote, and edited legal documents in order to support law offices Capitol Inquiry has partnered with

Chief of Staff, **Residence Hall Association (RHA)**, American University August 2018-April 2019

- Kept clear notes at weekly meetings which have been referred to in order to keep the organization on schedule
- Communicated with residents and members of the RHA in order to answer their questions and advocate for them
- Coordinated work of the Administrative Board, a group of residents working on specific research or advocacy projects

Research & Communications Intern, **American Museum of Tort Law**, Winsted, CT June-August 2018

- Assisted in opening and closing the museum, greeted visitors and answered their questions at the museum's front desk, and performed general customer service for visitors
- Worked alongside the executive director to research topics relating to tort law and corporate wrongdoings to be used in museum programs and articles for the museum's website written by the executive director and myself

Skills

- *Computer*: Microsoft Office Word, Excel, and Powerpoint; Google Productivity Suite; Judiciary Electronic Travel System (JETS); Judiciary Integrated Financial Management System (JIFMS); basic STATA; basic Java programming
- *Language*: German (basic reading, writing, and speaking)

Campus and Community Service

RHA Representative, **Dining Services Committee**, American University February 2019-April 2019

- Collected residents' opinions on American University's dining program to deliver to the Dining Services RFP Committee by speaking to residents, creating an open forum on dining, and creating and promoting a dining survey
- Conveyed residents' opinions on American University's dining program in a professional setting with university administrators in order to help design a dining program reflective of residents' needs

Treasurer, **AU College Democrats**, American University December 2017-April 2018

- Raised and kept track of club finances to fund speakers and other various events
- Communicated with multiple offices at American University to approve funding for events

Chief of Staff, **Letts, Clark, & Roper Halls RHA**, American University October 2017-May 2018

- Kept notes at weekly meetings and assisted in organizing and running programming for residents

Member, **SPA Leadership Environment and Sustainability Team**, American University August 2017-May 2018

- Researched, designed, and implemented an educational program for underserved elementary school students in the DC-Metro Area, teaching students in an afterschool program about the importance of recycling and how to recycle