

Zach Hill

3220 Wisconsin Avenue NW • Washington, DC 20016 • (785) 331-9577 •
zh1639a@student.american.edu

EDUCATION

- American University**, Washington, DC **May 2023**
BA: Public Relations & Strategic Communication
Minor: Political Science, Creative Writing
Honors: 3.8 GPA, Deans List, School of Public Affairs Leadership Program,
- Lawrence Free State High School**, Lawrence, KS **May 2019**
Honors: 3.7 GPA, National Honor Society, National Speech and Debate Academic-All-American

RELEVANT EXPERIENCE

- Sine Institute of Policy & Politics**, Washington, DC **January 2020 –**
Student Producer
- Co-produce seminar interviewing, facilitating audience and guest panel Q&A with journalist Ann Curry
 - Meet weekly with institute fellows to pitch and plan content, book guest speakers for seminars
 - Design promotional graphics, post on Institute social media accounts, and increase student engagement
- American University Library**, Washington, DC **August 2020 –**
Receiving Room Assistant
- Perform front-desk duties such as answering calls, ordering supplies & assisting patrons of the library
 - Aid employees of the library in receiving and creating chain-of-custody timelines for packages
 - Catalog, distribute, and manage database for over 500 packages
- Hickenlooper for Colorado**, Denver, CO **May 2020 – August 2020**
Finance Intern (Remote)
- Complete call sheets, donor profiles, and biographies directly used by Governor Hickenlooper
 - Call donors directly for campaign contributions, tickets to events (60+ hours of call time)
 - Input giving history and correct formatting for NGP & Votebuilder database projects
- American University Library**, Washington, DC **August 2019 – March 2020**
Administrative Office Assistant
- Aid employees of the library in filling out tax, confidentiality and all new hire forms
 - Create purchase orders and invoices for all purchases made for the library
- Shapiro for Congress**, Sarasota, FL **May 2018 – November 2018**
Student Intern (Remote)
- Input donor information into database, contact and lobby supporters for donations
 - Distribute voter registration information via email to increase turnout in midterm and general elections

ADDITIONAL EXPERIENCE

- WVAU Radio**, Washington, DC **January 2020 –**
Student DJ
- Host one-hour weekly show using WVAU studio's soundboard and audio-production computer
- School of Public Affairs Leadership Program**, Washington, DC **August 2019 –**
Communication Coordinator/Issue Group Member
- Design graphics for events, manage program social media accounts, and write monthly newsletter
 - Plan social action project, fundraise and distribute water filters to families without potable water access
- Varsity Speech & Debate Team**, Lawrence, KS **September 2017 – May 2019**
President
- Plan events, promote team inclusiveness, and lead weekly meetings to designate research assignments

SKILLS

- Microsoft Word, PowerPoint, Excel • Google Docs, Sheets, Drive • Instagram, Facebook, Twitter, Medium