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## ACADEMIC BACKGROUND

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% R V W R Q University of Arts and Sciences

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GPA: 3.5 ! Bachelor of Arts in

## WORK EXPERIENCE

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- Operations Agent  
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New York, NY  
Aug 2016 - Present
- ¥ Act as a liaison between classrooms and donors to facilitate the funding of education materials for public schools nationally
  - ¥ Resolve any errors in their packages in order to ensure a positive experience
  - ¥ Assure integrity and responsibility of teachers by overseeing and managing their online accounts
- Impact Intern  
\* L Y L Q J 5 H Y R O X W L R Q .org  
New York, NY  
Sept. 2016 - Present
- ¥ Help manage campaigns and communications to 5.5 million people encouraging them to engage in acts of social change
  - ¥ Work closely with colleagues to promote health of campaigns and maximize impact by researching ways to turn campaigns into competitions
  - ¥ Communicate daily with members and troubleshoot issues
- Bookseller  
% R V U N I V E R S I T Y % R R N Store  
New York, NY  
Sept. 2015 - Sept. 2016
- ¥ Provided customer service to students, guests, and parents by answering questions and providing information regarding textbook due dates and policies
  - ¥ Handled general upkeep of store, including setting up floor displays, maintaining inventory, and stocking products
  - ¥ Processed cash and credit transactions

## CONFERENCES ATTENDED

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- ¥ Social Impact Bootcamp, DoSomething.org, October 2017
- ¥ Careers in Student Affairs, National Association of Student Affairs, October 2017

Andrew Klotsky

Statement of Interest: Graduate Assistant, Boston College Career Center

I seek a graduate assistant position in the Career Center because I would like to further develop my skills in supporting students as they explore career options. As a teaching assistant at Boston University, I advised first-year students in choosing their class schedules, which often led to discussing career possibilities. Many of my students were first-generation college students with little understanding of the resources available to them. I discovered that I have a natural instinct in helping students uncover their strengths and passion and enjoy working with them. Additionally, I have a strong commitment to diverse students who have often not had exposure to college. During my college career, I have developed strong communication skills, the ability to work well as part of a team, and strong organizational skills. I am highly motivated and would be a strong asset in the Career Center.