

Buck I. Grad

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Objective *(optional)*

To obtain the position of Program Associate with the American Civil Liberties Union of Ohio Foundation where I may utilize my political and leadership academic and professional experience to assist the organization in the fulfillment of its mission and goals

Education

The Ohio State University, John Glenn College of Public Affairs
Master of Public Administration

May 2016

The Ohio State University, John Glenn College of Public Affairs
Bachelor of Arts, *Public Administration*
Minor, *Communications*

May 2016

Experience

Franklin County Board of Elections
Columbus, Ohio
Elections Intern

August 2012 – Present

- Meet with county officials to discuss the Get Out The Vote strategic plan for Franklin County
- Register 95 college students to vote for the 2012 Presidential Election
- Conduct presentations to high school seniors on the importance of civic engagement and voting

Senator Rob Portman's Office
Washington, D.C.
Policy Intern

January 2010 – May 2012

- Answered inquiries for constituents about policy reform bill
- Gave tours of senate office for junior high students who were learning about politics
- Met with office officials to discuss how to better formalize the internship program for college students
- Developed policy memos for Senator on a variety of issues, including the alternative energy bill

Public Affairs Student Association
Columbus, Ohio
Professional Development Chair

August 2010 – May 2011

- Coordinated 6 annual networking “roundtable” events with John Glenn School alumni and current students
- Facilitated a mock interview workshop in collaboration with the John Glenn School’s Office of Career Services
- Assisted the John Glenn School in the collection of student career placement outcomes

Muskingum College
New Concord, Ohio
Orientation Leader

May 2009 – August 2009

- Conducted a presentation on the transition from high school to college, especially for non-Ohio residents
- Gave 10 campus tours to incoming first-year students and their families
- Participated in panel of current students to inform incoming first-year students on extracurricular involvement

Technical Skills

Microsoft Office (Word, Excel, PowerPoint); STATA; SIS; Symplicity; Talisma; Siebel; Access: Google Mail, Calendar, Drive, Forms; SKYPE and video conferencing; Google analytics, Facebook analytics, Twitter analytics; Adobe Illustrator;