**Alexander S. Gamcsik**

**Washington, DC**

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**Education**

**American University**, Washington, DC May 2018

Master of Public Policy

Specialization in Public Financial Management

Current GPA: 3.90

**American University**, Washington, DC Dec 2016

Bachelor of Arts, Political Science

Minor, Finance

Major GPA: 3.77, Overall 3.54

**Work Experience**

*Administrative Assistant,* **Justice Programs Office, American University,** Washington, DC Sep 2017-Present

* Create budgetary forms, including staff labor allocations and unliquidated obligation reports for federal grants and university funds.
* Manage communications with consultants and process their onboarding materials.
* Process invoices, employee reimbursements, and consultant payments utilizing the university's internal forms and advanced techniques in Adobe Acrobat.
* Manage the office by creating maintenance requests, scheduling meetings, and training new staff.
* Purchase office supplies, customize bulk orders, and engage vendors in a bidding process.
* Reconcile credit card expenses by applying proper codes to either University funding or one of many federal grants.
* Answer the phone, operate transfers, and greet visitors at the front desk.
* Manage the office Twitter and Facebook accounts in collaboration with the Communications Director.

*Bookkeeper*, **Capitol Inquiry, Inc.** Washington, DC May-Sep 2017

* Reclaimed over $10,000 from clients with overdue accounts receivable
* Often 3+ administrative projects at once as directed by the president
* Managed bank accounts to match internal records using QuickBooks

*Admissions Data Processor*, **Shorelight Education,** Washington, DC Mar-May 2017

* Data processing for International Accelerator Program at American University
* Handled confidential information in a professional manner
* Utilized software such as Salesforce, Recruiter, and Colleague

*Data Analyst*, **American College of Cardiology,** Washington, DC June 2016

* Quantitative and qualitative analysis using Excel datasets with 20,000+ responses
* Complied 36-page report regarding conference feedback

*Administrative Assistant*, **Bain & Company,** Washington, DC June-August 2016

* Thousands of lines of data entry using Microsoft Excel 2-3x faster than coworkers
* Hundreds of survey calls based on internet research of potential clients

*Operations Intern***, Silver Spring United Methodist Church**, Silver Spring, MD May-Aug 2015

* Utilized QuickBooks to operate enter bills, reconcile bank statements, and write checks
* Self-designed facility management projects and purchased equipment

*Capitol Hill Intern***, Congressman Lee Terry**, Washington, DC Feb-May 2014

* Drafted news updates for the office staff
* Researched issues and wrote letters to constituents
* Led small-group tours of the Capitol Building

**Leadership Positions**

*President*, **United Methodist Student Association,** Kay Spiritual Life Center May-Dec 2016

* Managed 10 weekly events, 6 subgroups, and relations with Chaplaincy Staff
* Appointed Treasurer, Men’s Group Coordinator, Service Coordinator, and Interfaith Liaison

*President*, **Interfaith Council,** Kay Spiritual Life Center May 2015-May 2016

* Hosted four major events with 30+ attendees
* Facilitated weekly meetings of American University’s 10 faith organizations

**Computer & Personal Skills**

* Excellent with QuickBooks 2012 and 2014
* Outstanding with Microsoft Office (Excel, Word, PowerPoint, Outlook, Access)
* Proficient with Stata, SPSS, WordPress, Qualtrics, Salesforce, Recruiter, and Datatel
* Comfortable on Mac and PC
* Extensive event planning and personnel management experience
* Customer service, multi-tasking, and problem solving in a fast-paced environment