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**EDUCATION**

**American University**

*B.A. Honors, School of Public Affairs, GPA: 3.64*

*Double Major: Economics & CLEG (Communication, Legal, Economics and Government)*

**Washington, DC**

*May 2020*

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**EXPERIENCE**

**Democratic National Committee**

*Press Assistant*

- Manage press requests and coordinate distribution of DNC press releases to news outlets
- Compile daily press clips for DNC team, while monitoring and updating DNC website/press lists on a regular basis
- Book DNC chairman/spokespersons and surrogates from the Biden campaign on Battleground State Radio/TV
- Draft memos for Biden campaign surrogates to prep them with relevant background information prior to their interviews

**Washington, DC**

*July 2020-Present*

**Invariant**

*Government Relations Intern*

- Created detailed summaries of congressional hearings for clients
- Conducted research and drafted memos on policy areas and legislation of interest to clients
- Analyzed federal budgets and congressional appropriations bills and reports

**Washington, DC**

*Jan-July 2020*

**MSNBC**

*Booking Intern*

- Organized logistical arrangements for around 600 daytime MSNBC show guests
- Conducted background research on guests and potential future guests

**Washington, DC**

*Summer 2019*

**Euraffex**

*Public Affairs Intern*

- Drafted media reports with news highlights for clients in the government and private sector
- Wrote memos and briefs on EU policy and institutional functions

**Brussels, Belgium**

*Fall 2018*

**American Sustainable Business Council (ASBC)**

*Communications Intern*

- Executed social media policy content to spread awareness on sustainability issues and initiatives
- Researched industry to identify potential new clients, began dialogue to sign on several new members

**Washington, DC**

*Spring 2018*

**The Office of Congressman Jim McGovern**

*General/Legislative Intern*

- Researched, analyzed, and drafted responses to bill legislation and press releases
- Engaged with and responded to constituents via phone, email and in-person

**Washington, DC**

*Fall 2016*

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**ACTIVITIES & MEMBERSHIPS**

**Virginia Democratic Party**

*Volunteer*

- Door to door canvassing for 2017 Virginia Governor Election

**Arlington, VA**

*October 2017*

**Sigma Phi Epsilon Fraternity**

*Member, Vice President of Communications (2019)*

**Washington, DC**

*Fall 2017-Spring 2020*

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**ADDITIONAL INFORMATION**

- Languages: English (native), Hindi (fluent), Spanish (intermediate), Punjabi (intermediate)
- Skilled in Google Drive, Microsoft Office, Logic Pro, Final Cut Pro, Social Media