

Contact

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Top Skills

Problem Solving

Communication

Relationship Building

Honors-Awards

Phi Beta Kappa Member

Dean's Medal of Excellence in Liberal Arts and Sciences

Colleen May

Confidential Assistant, U.S. Dept. of Education
Arlington, Virginia, United States

Summary

Interested in politics and public policy, particularly in the areas of Education, Women's Issues, and Gun Violence Prevention

University of Florida '19

B.A. English, B.A. Political Science, and Women's Studies minor

I aim to be in a position that would utilize my strong writing background, develop my interpersonal and leadership skills, and allow me to passionately serve my community.

Experience

U.S. Department of Education

Confidential Assistant

August 2021 - Present (2 years 1 month)

Washington, District of Columbia, United States

Office of Special Education and Rehabilitation Services

Political appointee tasked with serving and supporting the Department and the Biden-Harris administration

Texas Democratic Party

Field Organizer

June 2020 - November 2020 (6 months)

Biden for President

7 months

Field Organizer

February 2020 - June 2020 (5 months)

Various

Volunteer training and relationship building

Engagement event planning and execution (in-person and virtual)

Digital organizing

Door-to-door voter canvassing
Phone canvassing and volunteer recruitment

Campaign Fellow
December 2019 - February 2020 (3 months)
Des Moines, Iowa Area

Local canvassing
Phone banking
Voter research and databasing
Event management and site assistance

Ponte Vedra Beach Resorts
Server
June 2019 - November 2019 (6 months)
Ponte Vedra Beach, FL

- Worked collaboratively with a team of hostesses, servers, cooks and managers
- Utilized quick thinking and problem solving to address customer requests
- Managed angry and/or difficult patrons with patience and understanding
- Assumed roles of server, hostess, food runner, and dining room assistant

BAGEL BAKERY
Server
January 2019 - May 2019 (5 months)
Gainesville, Florida Area

- Prepared food and drinks with a team of servers in a fast-paced environment
- Handled cash register transactions
- Worked collaboratively with a team of servers and managers

Phi Sigma Pi Gamma Epsilon Chapter
Executive Board Member
April 2017 - April 2019 (2 years 1 month)
Gainesville, Florida

Vice President (2018 - 2019)

- Oversaw and advised 40 committee chairs in 11 different committees
- Collaborated on hosting events for students, alumni, and community members

Corresponding Secretary (2017 - 2018)

- Recorded and distributed weekly meeting minutes
- Maintained consistent communication with our National office

Andrew Gillum for Florida Governor

Campaign Fellow

September 2018 - November 2018 (3 months)

Gainesville, Florida Area

- Educated university students and community members about early voting options, ballot measures, and voter registration
- Coordinated with a team of volunteers to canvass local neighborhoods and share the platforms of several democratic midterm candidates

UF Shakespeare in the Park

Performer

August 2017 - October 2018 (1 year 3 months)

Gainesville, Florida Area

- Performed in three shows for Gainesville students and community members
- Involved in show set-up, breakdown, and local publicity campaigns

Alzheimer's Association, Central and North Florida

Public Policy Intern

May 2018 - July 2018 (3 months)

- Engaged with advocates, caretakers, and legislators via social media posts and campaigns
- Coordinated with regional policy staff to manage volunteer and legislative advocacy activities
- Created spreadsheets and visual aids to aid association staff with their advocacy goals
- Advocated for Alzheimer's Research and Infrastructure legislation at the Alzheimer's Policy Forum in Washington D.C.

UF Honor Chords A Capella

Co-Founder and President

August 2016 - January 2018 (1 year 6 months)

Gainesville, Florida Area

President (Aug 2016 - April 2017)

- Led weekly general body and executive board meetings
- Organized the group's premiere public performance at the annual Honors College banquet
- Represented the group to community members, student officials and university staff

Performer (April 2017 - January 2018)

-Performed at biannual Honors college banquets and informal events

-Two-time Soloist (April 2017 and December 2017)

UF PRISM Honors Magazine

Writer

January 2017 - September 2017 (9 months)

Gainesville, Florida Area

-Contributed print and online articles according to strict deadlines

-Collaborated with editors and designers regarding magazine revisions

Fisher, Tousey, Leas, & Ball

Assistant Clerk

May 2017 - August 2017 (4 months)

Ponte Vedra Beach, FL

-Coordinated with other clerks and lawyers for will witnessing, cataloguing, and research

-Indexed vital documents into legal databases

-Performed receptionist duties

-Coordinated file transfers between our storage warehouse and satellite offices

Senator Bill Nelson

Intern

June 2016 - August 2016 (3 months)

Jacksonville, Florida

-Answered phone calls from and scheduled appointments with constituents from several Northeast Florida counties

-Attended community events and engaged with constituents on behalf of the Senator's office

-Used and contributed to the Senate database

-Managed calendars and appointments for the Regional Director

Ponte Vedra Beach Resorts

Hostess

May 2016 - August 2016 (4 months)

Ponte Vedra Beach, FL

Customer Service, Collaborating with Servers and Staff

Palms Presbyterian Church

Nursery Worker

August 2014 - August 2015 (1 year 1 month)

Jacksonville Beach, FL

Collaboration with Staff, Caring for Children, and Connecting with Parents

Education

University of Florida

Bachelor's degree, English, Political Science; Minor in Women's
Studies · (2015 - 2019)