

SARA BORNSTEIN

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Education

The George Washington University, Washington, D.C.

Sept. 2020-Present

Doctoral student in Political Science; major in American Politics, minor in Methods

Hofstra University, Hempstead, New York

Sept. 2016 - Dec. 2020

Bachelor of Public Relations and Political Science; Honors graduate; 3.77 GPA

Relevant Work Experience

COMMUNICATIONS DIRECTOR FOR STATE SENATOR JOHN BROOKS, Massapequa, NY

Director, January 10, 2020 - April 2, 2020

- Organized outreach events and petition gatherings
- Created flyers, mailings, and promotional materials
- Helped assist in petitions until Covid-19 shut the process down

STUDENT AIDE FOR HOFSTRA'S POLITICAL SCIENCE DEPT., Hempstead, New York

Aide, September 10 – December 19, 2019

- Filed mail, delivered packages, reorganized supply storage, helped assist students in filing the correct political science paperwork for major changes, class schedule changes, and class credit substitutions.
- Researched hotels for a major-specific D.C. trip, which included making phone calls, getting quotes estimates, and finding affordable bus parking.
- Created and updated the Hofstra's WordPress blogs for honor's students attending the Washington Seminar program

RESEARCH ASSISTANT, Hempstead, New York

Assistant, September 30, 2018 – June 1, 2019

- Researched for the project local town jurisdictions in Nassau, Suffolk, and Westchester counties in and around Long Island for background information
- Collected and organized a list of start dates, end dates, win percentages, and loser percentages for each elected or appointed town councilmember across the towns mentioned above from the past 20 years.
- Took the above information and translated it into a malleable data system to create charts and tables to show the results of the findings.

INTERN FOR MA STATE SENATOR BRENDAN CRIGHTON, Boston, MA

Intern, June 6, 2018 - July 31, 2018

- Created a filing system for mailings through a digital spreadsheet, categorizing names, dates, and filed status, resulting in an easy access system still in use today
- Answered the main phone line to respond to trending issues while also solidifying responses, as talking points were not available at the time
- Attended the 2018 intern seminar series, which included other state senators, lobbyists, and the head of the MA marijuana commission

INTERN FOR NY STATE SENATOR JOHN BROOKS, Massapequa, NY

Intern, January 30, 2018 - May 20, 2018

- Created a full media binder, in both hard copy and digital form, with all newspaper mentions and online articles about the Senator for the entire year of 2017 for my supervisor
- Organized multiple media contact spreadsheets, by merging multiple copies of identical excel sheets together, filling in blank contact information for local school districts and updating positions with out of date contact information to be used for sending out press releases about events the Senator would attend
- Prepared talking points for the Senator at press conferences and took photos to include in a weekly newsletter afterwards to spread the word about pressing issues

INTERN FOR THE TOWN OF HEMPSTEAD LOCAL DEMOCRATIC CAMPAIGNS, Hempstead, NY

Intern, September 25, 2017 - November 7th, 2017

- Participated in get out the vote procedures, such as door-to-door knocking and phone banking to increase candidate awareness while also polishing my communication skills
- Attended fundraising meetings, observing measures and protocols to further provide assistance in areas that were lacking adequate amount of staff
- Advised candidates to increase their social media presence, as they lacked name recognition of other candidates

INTERN AT CONGRESSMAN SETH MOULTON'S SIXTH DISTRICT OFFICE, Salem, MA

Intern, April 25, 2016 - June 3, 2016

- Directed difficult phone calls to the appropriate staff by using online tools to make sure constituents reach appropriate staff members
- Sorted and directed mail intake and outtake by using an online program to send out automated responses through the D.C. office to provide a sense of communicability for the office
- Created event briefs for senior officials that include notable attendees, short biographies and a list of talking points suitable for the event that aligned with the congressman's goals

VOLUNTEER AT THE 2016 PRESIDENTIAL DEBATE, Hofstra University, NY

Credentialing Center University Relations, September 22, 2016 - September 26, 2016

- Served former Congressman Steve Israel as a student liaison that replaced his communication staff that did not have clearance to go past security; led the congressman from event to event while updating the staff left behind
- Sorted and directed officials coming into the media filing center by providing guided tours and a history of the university to provide a sense of welcome to visitors on behalf of the university
- Remained apolitical in a charged environment to ensure not to speak negatively on behalf of Hofstra, nor to suggest Hofstra thought one way or another politically

Skills, Certifications & Extracurriculars

Social Media Skills: LinkedIn, Facebook, Instagram, Snapchat, Twitter, Tumblr

Technical Skills: Microsoft Office & Google Drive (Word/Docs, Powerpoint, Excel), Canva, MailChimp, Buffer, Dropbox, Slack

Certifications: First Aid, AED, CPR, Red Cross Lifeguard Certification

Extracurriculars: Division One track and cross country, club softball, Phi Eta Sigma, Pi Sigma Alpha

Accolades: Dean/Provost List, Rosenbaum Prize, HCLAS Student of Excellence in Political Science