

CYNTIA HOWARD

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EDUCATION

American University, Washington, D.C. Graduated: May 12, 2012
Obtained Bachelor of Arts in Political Science and International Studies, in the Area of Europe, with a focus in International Politics

The Campaign Management Institute, American University Spring 2012

EXPERIENCE

John Oceguera for Congress, Las Vegas, NV August 2012-November 2012
Finance Assistant

- Conducted donor research for the production of call sheets and briefing materials
- Staffed the Candidate during call time sessions
- Drafted fundraising letters on behalf of the Candidate
- Aided in the building for and planning of fundraising events
- Assisted in voter outreach and field operations as needed
- Managed volunteers and volunteer projects

House Majority PAC, Washington, DC March 2012- June 2012
Intern

- Aided in managing organization's online finance database in NGP
- Cleaned and compiled political data
- Conducted background research on candidates and races
- Assisted in preparation of briefing materials for donor meetings and events
- Supported Political Desks and the Researchers with special projects as needed

U.S. Representative Michael Arcuri, Washington, DC June 2010- November 2010
Intern

- Drafted grant letters on behalf of district organizations
- Aided in answering Constituent mail and phone inquires
- Conducted issue research
- Created issue briefs for the Member
- Copy edited for staffers

ACTIVITIES AND HONORS

The Atlas Project and Democratic Gain's Raise Your Voice Campaign Training July 2012

Golden Key International Honour Society April 2011 – Present

The National Society of Collegiate Scholars September 2009 – Present

SKILLS

Proficient in NGP, Vote Builder, Microsoft Office Suite

Knowledge of basic French and intermediate Arabic (reading and writing)

Excellent verbal and written communication

Extensive experience in conflict resolution, including conflict coaching and mediation

Need
start date
Jan gm