

# Andrew Klotsky

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## ACADEMIC BACKGROUND

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**Boston University School of Arts and Sciences**

**Boston, MA**

GPA: 3.5 • Bachelor of Arts in Communications • Expected Graduation: May 2019

## LEADERSHIP EXPERIENCE

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### **Resident Assistant**

**Boston, MA**

Boston University: Office of Residential Life

Aug. 2016 - Present

- Oversee a floor of 40 residents in a first year community providing personal and academic support, enforcing residence hall policies, and responding to crises while on duty
- Develop programs regarding diversity, inclusion, and cultural competence on the Global New York City theme floor
- Collaborate with ~80 student and professional staff members to provide a positive experience for residents
- Represent fellow resident assistants on RA Council, a group created to facilitate discussion on issues facing the residential life staff and residence halls

### **Senior Orientation Leader**

**Boston, MA**

Boston University: Student Development and Campus Activities

May 2017 – Present

- Supervise and lead a group of 20 Orientation Leaders as they create a successful transition for incoming students
- Assist in coordination and planning of the First Year and Transfer Orientation program
- Perform weekly office hours to provide administrative tasks such as calling new students, collaborating with campus partners, and managing weekly schedules for Orientation Leaders

### **Orientation Leader**

**Boston, MA**

Boston University: Student Development and Campus Activities

May 2016 – May 2017

- Led ~200 new students through their transition to university life over the Summer and Fall of 2016
- Built relationships and provided customer service to students, families, and guests during a two day long First Year Orientation program and a day long Transfer Orientation Program
- Facilitated meaningful connections between new students in small and large group settings through interpersonal activities and departmental presentations

### **Peer Leader**

**Boston, MA**

Boston University: Office of the First Year Experience

Sept. 2015 – Present

- Serve as academic role model for ~90 students in their University 101 classes during Fall 2015, Fall 2016, and Fall 2017 semesters
- Create presentations and speak on topics such as academic advising, time management, financial planning, and overall adjustment to student life
- Track weekly attendance and assignments for students

### **Spirit Ambassador**

**Boston, MA**

Boston University: Student Development and Campus Activities

Sept. 2016 – Jan. 2017

- Coordinated with professional staff members to engage students in welcome events in areas of community building, health and wellness, and entertainment
- Managed event preparation and attendance of students at programs
- Tabled weekly to build pride amongst Pace University students by giving away prizes and encouraging students to attend upcoming events

## WORK EXPERIENCE

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### Program Operations Agent

Philanthropy Works, Inc.

New York, NY

Aug 2016 – Present

- Act as a liaison between classrooms and donors to facilitate the funding of education materials for public schools nationally
- Resolve any errors in thank-you packages in order to ensure a positive donor experience
- Assure integrity and responsibility of teachers by overseeing and managing their online accounts

### Impact Intern

GivingRevolution.org

New York, NY

Sept. 2017 – Present

- Help manage campaigns and communications to 5.5 million young people, encouraging them to engage in acts of social change
- Work closely with colleagues to promote healthy growth of campaigns and maximize impact by researching ways to turn campaigns into competitions
- Communicate daily with members and troubleshoot any issues

### Bookseller

Boston University Book Store

New York, NY

Sept. 2015-Sept. 2016

- Provided customer service to students, guests, and parents by answering questions and providing information regarding textbook due dates and policies
- Handled general upkeep of store, including setting up floor displays, maintaining inventory, and stocking products
- Processed cash and credit transactions

## CONFERENCES ATTENDED

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- Social Impact Bootcamp, DoSomething.org – October 2017
- Careers in Student Affairs, National Association of Student Personnel Administrators (NASPA) – October 2017
- Regional Conference, National Orientation Directors Association (NODA) – February 2017
- We Are Student Affairs Conference, Rutgers' Future Leaders in Student Affairs (FLSA) - November 2016
- Commission on the Status of Women, United Nations Women – March 2016

## PRESENTATIONS

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### This Is What Boards Are Made Of

Resident Assistant Training

New York, NY

Aug. 2017

- Worked with colleague to present to 70 Resident Assistants on the basic components of a bulletin board, how to make a bulletin board educational, and how to use resources when they are low

### Finding Your OL Style

Orientation Leader Training

New York, NY

May 2017

- Presented to 20 Orientation Leaders about individuality, how to use unique qualities to build connections with new students, and how strengths and weaknesses play into team building

## SKILLS AND INTERESTS

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**Technical:** MS Word, PowerPoint, Excel, Symplicity

**Work Related:** Can effectively manage time and meet deadlines, experienced in event planning, strong leader while in group settings, maintains positivity in fast paced environments

**Strengths Finder Top 5 Strengths:** Individualization, Arranger, Responsibility, Relator, Learner

Andrew Klotsky

Statement of Interest: Graduate Assistant, Boston College Career Center

I seek a graduate assistant position in the Career Center because I would like to further develop my skills in supporting students as they explore career options. As a teaching assistant at Boston University, I advised first-year students in choosing their class schedules, which often led to discussing career possibilities. Many of my students were first-generation college students with little understanding of the resources available to them. I discovered that I have a natural instinct in helping students uncover their strengths and passion and enjoy working with them. Additionally, I have a strong commitment to diverse students who have often not had exposure to college. During my college career, I have developed strong communication skills, the ability to work well as part of a team, and strong organizational skills. I am highly motivated and would be a strong asset in the Career Center.