

Scott A. Rubin

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Education

B.A. Political Science, University of Wisconsin-Madison | Spring Class of 2011 | GPA: 3.5

Professional Experience

Deputy Finance Director | Jessica Ehrlich for U.S. Congress | August 2012 – November 2012 | Saint Petersburg, FL

- Member of fundraising initiative that increased giving by 150% per month since joining campaign, and raised \$530,000 total.
- Directed candidate's personal fundraising program and support pitch. Implemented cold-calling strategy that expanded giving outside candidate's personal network by \$110,270.
- Managed relationships with contributors and individuals raising funds on behalf of the campaign.
- Organized fundraising events, researched prospective donors, drafted fundraising literature, tracked pledges, managed donor database and performed donor follow-up and outreach.

Deputy Finance Director | Susan Bysiewicz for U.S. Senate | November 2011 – August 2012 | Middletown, CT

- Member of fundraising initiative that raised \$2.37 million from nearly 5,000 individuals and organizations.
- Managed candidate's fundraising program that raised \$1.9 million, 80% of total donations. Directed candidate support pitch, prepped candidate for donor meetings and teleconferences, scheduled solicitation calls, and conducted outreach and follow-up with supporters.
- Researched and developed individual donor, special interest group and political action committee support network. Created a database of more than 85,000 prospective contributors and political supporters using NGP VAN computer software.
- Organized fundraising and political events. Found locations, formed host-committees and invited guests.
- Managed and updated finance plan, tracked incoming contributions and assisted with Federal Elections Commission compliance.
- Wrote and edited candidate campaign literature and policy questionnaires for distribution to special interest groups, donors and voters.
- Managed candidate's schedule and personal correspondence. Set up meetings, teleconferences, and drafted blast emails to supporter network.

Finance Assistant | Democratic Party of Wisconsin - Wisconsin State Senate Recall Elections | May 2011 – August 2011 | Madison, WI

- Member of coordinated campaign finance team that raised \$5 million, or 159% of the original target.
- Scheduled, organized and staffed fundraising program of Wisconsin State Senators, responsible for raising \$60,000 towards general recall fund.
- Coordinated fundraising events and managed finance plans of nine State Senate recall campaigns.
- Researched prospective donors, tracked pledges and performed appropriate follow-up with contributors using NGP VAN computer software.

Program Assistant | University of Wisconsin Office of Student Affairs | May 2010-May 2011 | Madison, WI

- Assisted in the planning of conferences and preparation of associated event materials and registration.
- Organized spending reports and tracked office expenditures using Microsoft Access and Excel to ensure compliance with office budget appropriations.
- Performed updates and maintenance of UW-Systems Academic websites using Adobe Dreamweaver.
- Assisted in the completion and filing of academic curriculum reports and new program applications.

Administrative Assistant | University of Wisconsin Hospital Cancer Center | August 2009- August 2010 | Madison, WI

- Edited lung cancer drug research study protocols and other documents in compliance with developing treatment requirements.
- Organized database filing system for cancer study documents and stocked supplies for patient treatment.
- Data analysis and entry of lung cancer drug treatment research results.

Research Assistant | University of Pittsburgh Department of Epidemiology | May 2008 – August 2008 | Pittsburgh, PA

- Research and publication of: Camille C Ragin PhD, Scott Langevin MHA, Scott Rubin, Emanuela Taioli MD, PhD, On metabolic genes and cancer in populations of African descent, Genetics in Medicine, 2010 January; 12(1): 12-1
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Notable Internships

WI Assembly Minority Leader Peter Barca, U.S. Rep. Tammy Baldwin and WI State Rep. Kim Hixon | 2010-2011 | Madison, WI

- Wrote press releases, news columns, legislative memos, and other communications for distribution to members of the legislature and constituents in the district.
- Researched proposed legislation and prospective issues to come before the legislature.