

**Samuel Adam Berkman** •2130 P Street NW, Apt. 827, Washington, DC 20037•(847) 363-6979•berkmans01@gmail.com

November 29, 2012

To Whom It May Concern:

I am writing to apply for the National Finance Assistant position at the Democratic Congressional Campaign Committee (DCCC). Having completed my master's degree in public administration, I will be a wonderful addition to the organization. I am a self-motivated, detail-oriented worker with extensive administrative and financial experience.

In college I was the vice president of the student association, an independent nonprofit organization. I managed and enforced budgets, recorded expenses, and planned campus-wide events. I also spent numerous summers as the administrator for a summer camp with over 1,000 campers and 250 staff. I managed bookkeeping and enforced budgets totaling approximately \$100,000, resulting in a surplus of funds. I also directed regular office operations to ensure the smooth delivery of mail, receipt of phone calls and messages, and execution of various office and supply requisitions. And before joining J Street, I briefly worked at BAE Systems, one of the largest defense contractors, managing the company's expense reports.

I am also an excellent writer, having tutored and majored in writing in college. I have also been able to use my skills in real-world applications. In my current role at J Street, I have co-authored a bipartisan Dear Colleague letter with over 70 signatories in the U.S. House of Representatives and written J Street press releases. And during my time in Senator Durbin's office, I wrote constituent letters on U.S. Treasury bonds and memoranda on prepaid debit cards and trade with China. This work required extensive research with the Senate Library and the Congressional Research Service.

Given my qualifications, I am ultimately applying for this position because I have a passion for public service. I wish to make my life and career about helping others, and my views on such issues are most aligned with the Democratic Party. It would be a true privilege to support the DCCC as it supports incumbent and prospective House Democrats.

Given the opportunity, I know I will be successful in further advancing the DCCC's goals. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,



Samuel Adam Berkman

## SUMMARY

Master of Public Administration with public and nonprofit sector experience in policy analysis and project management, with the skill set to work on a variety of issues including foreign affairs, commerce, labor policy and disaster relief. Consistently takes the initiative and meets strategic goals at all professional levels.

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## PROFESSIONAL EXPERIENCE

### **J Street, Washington, DC**

July 2011 - Present

*Government Affairs Associate (promoted from Programming Associate in January 2012)*

- Co-wrote a bipartisan Dear Colleague letter to President Obama with over 70 signatories
- Prepared Members of Congress and a Senatorial candidate for meetings with the Israeli Ambassador to the US and campaign debates, respectively, through drafting high-level security questions and talking points
- Direct regional staff efforts to strengthen relationships with key Members of Congress
- Increased congressional participation for the first time in three years on delegations to the Middle East
- Coordinated logistics and Ethics requirements for Members of Congress on congressional delegations
- Managed logistics for former Israeli ambassadors and generals on educational campaigns to the United States

### **Office of United States Senator Richard Durbin, Washington, DC**

September 2010 - April 2011

*Appropriations Committee Intern (promoted from Majority Whip Office Intern in January 2011)*

- Researched foreign relations, financial, and labor policy issues for the Senator's floor speeches, hearing questions, and congressional delegation with the use of Capitol Correspond, the Senate Library, and LexisNexis
- Produced comparative analyses of Department of Defense budget cut proposals
- Assisted in the advocacy of international human rights cases, including meeting with foreign dignitaries
- Drafted constituent letters on finance and fielded phone calls from constituents and Members of Congress

### **AmeriCorps National Civilian Community Corps (NCCC), Sacramento, CA**

September 2009 - August 2010

*Support Team Leader*

- Led disaster response team to Nashville, TN, to assist with flood relief and worked directly with FEMA, managing an emergency response center, gutting 55 houses, and distributing over 80,000 pounds of food
- Conducted survey of 300 Corps Members regarding member satisfaction and program improvement and presented results to staff and the Corps, which led to facilitation of joint discussions on future enhancements
- Maintained several databases to track service hours, disciplinary actions, and achievements of 70 Corps Members

### **Economic Development Administration, US Dept. of Commerce, Washington, DC**

June 2008 - August 2008

*Legislative Affairs Intern*

- Prepared distribution models for 2008 Midwest flood relief funds to present to the Assistant Secretary
  - Managed preparation for Commerce-sponsored congressional briefing regarding the Administration's services
  - Fielded high-profile phone calls for Asst. Secretary during his Small Business Administration nomination
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## EDUCATION

### **The George Washington University, Trachtenberg School, Washington, DC**

May 2012

*Master of Public Administration; Concentration in Federal Policy, Politics, and Management*

### **Northland College, Ashland, WI**

December 2008

*Bachelor of the Arts; Major: Writing; Minor: Sociology*

- Graduated Magna Cum Laude
  - President of Alpha Chi National College Honor Society
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## VOLUNTEER ACTIVITIES

### **Northland College Alumni Board of Directors, Ashland, WI**

March 2012 - Present

*Director and Member of the College Advancement Committee*

### **AmeriCorps NCCC Alumni Leadership Council, Washington, DC**

February 2012 - Present

*Regional Representative*

- Assist local teams with community service projects and advise prospective Corps Members
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## AWARDS AND HONORS

- Congressional Award Silver Medal
- The President's Volunteer Service Award