**Michael R. Singer**

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# EXPERIENCE

**In2Green** 2019

*Marketing Assistant*

* Input client data into Salesforce.com and Constantcontact.com
* Spoke with prospective clients on the phone about our products
* Provided design input on new e-mail marketing campaigns
* Worked with marketing director to push company into new differentiated sector of industry

**Virginia Democrats** 2017

## Fellow

* Led boots on the ground operations for the 2017 Virginia Gubernatorial election
* Planned, attended, and participated in fundraiser events
* Executed over two hundred phone bank calls
* Persuaded over fifty citizens to participate in canvasing and phone banking for the election
* Volunteered to push awareness of the special election for Fairfax County Public School board via ground ops

**Democratic National Convention** 2012 & 2016

## Intern

* Supervised computer operations before and during the broadcast of the show
* Adapted to unexpected personnel and technical issues
* Diagnosed problems with hardware and troubleshooted accordingly

**Singer Media Engineering**  2012-Present

## Apprentice Technician

* Helped manage company communication with clients
* Built schedules
* Installed software, hardware, and OS
* Troubleshot technical problems

# SKILLS

* Microsoft Office Suite (Word, Excel, PowerPoint, Access, Project)
* Salesforce.com
* SQL coding

# EDUCATION

George Mason University, B.S in Information Systems and Operations Management (School of Business), 2018

**REFERENCES**

Jonathan Hirschhorn Russell Gordon
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