

13 Fraternity Row
College Park, MD 21234

410.215.7686,
gswerling@gmail.com

Gavriel Swerling

Experience

June 2010 – Present **Robert Weiner Associates** Washington, DC

Executive Assistant to Company President

- Executive Assistant to Company president and Democratic strategist Robert Weiner, who formed PR strategies company after six years in the Clinton White House
- Edit, research, and assist in placing high profile opeds and letters in top newspapers
- Generate local and national press coverage for clients
- Assist Robert Weiner in dissemination of team national Democratic Party message through collaboration with communications staff in White House, Democratic National Committee, and House and Senate Majority Offices
- Manage daily office operations including supervise and train interns, answer phones and e-mails, track and order office supplies, submit invoices

October 2009 – June 2010 **Nationwide Financial Services** Rockville, MD

Intern

- Digitalized companies database
- Maintain files and update database
- Make courtesy calls to clients to update them on financial transactions

January 2009 – May 2009 **Rep. Bart Stupak** Washington, DC

Intern

- Wrote letters and made calls to Rep Stupak's constituents using Web IQ
- Attended hearings and prepared briefs for legislative assistants
- Performed administrative tasks and researched current legislation

August 2006 – May 2007 **The Rasmussen Group** Towson, MD

Intern

- Created a database for Mr. Rasmussen's professional contacts list
- Answered phones and checked e – mail
- Maintained weekly correspondence with clients
- Worked with a team to plan legislative receptions

May 2008 – November 2008 **Barack Obama Campaign** Virginia

Grassroots Organizer

- Recruited volunteers for the Campaign
- Called voters and collected data on the opinions of Virginia residents

September 2006 – November 2006 **John Sarbanes Campaign** Towson, MD

Grassroots Organizer

- Increased visibility for the campaign
- Canvassed and called voters

Education

Fall 2007 – Present **University of Maryland** College Park, MD

Government and Politics

Expected Graduation Date: Fall 2010

GPA: 3.83 (Distinguished Deans List)

Other Activities

Boy Scouts of America (1999 – 2006): Eagle Scout, Senior Patrol Leader, participated in numerous community service projects through the organization