

Alexandra Karbelnig

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EDUCATION:

California State University Northridge Northridge, CA *Bachelor of Arts in Political Science – Magna Cum Laude* May 2020

EXPERIENCE:

Facility Pest Control Los Angeles, CA *Customer Service Manager January 2021 - Current*

- Managed customer information, schedule, and payments in Quickbooks, maintained and oversaw over five hundred customers credit cards for monthly services rendered.
- Answered customers' calls regarding services, billing, account management, and general inquiry.

Will Merrifield for DC Washington, DC *Finance Director July 2020 - November 2020*

- Managed call time with candidate, wrote and executed fundraising emails, and monitored daily/weekly goals.
- Conducted donor research, coached candidate on fundraising, and general work on NGP Van.

Christy Smith for Congress Santa Clarita, CA *Finance & Field Fellow January 2020 - May 2020*

- Assisted Finance Director with data entry, donor calls, call logs, and general fundraising on NGP Van.
- Organized, staffed, and executed field canvasses along with recruiting, training, and supervising interns.
- Transitioned to Digital campaign finance, fundraising, and remote collaboration.

Congresswoman Katie Hill; District Office Simi Valley, CA *Filed Representative December 2018 - March 2019*

- Attended events in the community on the Congresswoman's behalf and staffed her at events she attended herself.
- Maintained and staffed office to interface with constituents and processed constituent calls and concerns.
- Organized in-district events and town halls with upwards of 100 people for the Congresswoman.
- Prepared and wrote briefings for the Congresswomen concerning events in my region.

Katie Hill For Congress Santa Clarita, CA

Scheduler & Finance Assistant August 2018 - November 2018

- Managed Candidate's personal and professional calendar, organized and handled logistics for events.
- Worked with Finance team on data entry, donor research, call logs, and general fundraising on NGP Van.
- Managed info email account, responded to emails about specific policy positions, press inquiries, field information, and general inquiries.

Field Fellow May 2018 – August 2018

- Organized and ran canvasses & phone banks, recruited volunteers and interns, organized GOTV efforts.
- Trained new volunteers and interns on Political Data Inc. (PDI), and wrote training documents for PDI.

Office of Congresswoman Doris Matsui (CA-06) Washington, D.C. *Intern January 2018 – May 2018*

- Managed front office; answering phones, notifying staff about meetings, and greeted visitors.
- Organized constituent data, drafted constituent correspondence regarding various legislative issues.
- Attended briefings on topics ranging from Medicaid expansion and Veterans Affairs

ADDITIONAL INFORMATION & SKILLS:

- Proficient in Microsoft Suite, Google Suite, Internet Quorum, Political Data Inc., NGP Van 7 & 8 and Quickbooks.