

Kyla Anderson

PROFESSIONAL EXPERIENCE

The Office of Congressman Dan Goldman (NY-10) Washington D.C. *Legislative Correspondent* March 2024-Present • Compile approvals from legislative, district, and communications departments, facilitating streamlined decision-making processes for the member

- Monitor hundreds of constituent communications through Indigov by batching and sorting individual mail, and voicemails • Craft individualized and general responses to respond to constituent inquiries in a timely manner

Special Assistant to the Chief of Staff January 2024- March 2024 • Collaborated with the Chief of Staff to strategically revamp internal systems, enhancing efficiency for office performance • Planned and executed our Annual Bagel Caucus by ordering over 50 dozen bagels from various bagel shops in NY-10 to be able to feed over 400 congressional staffers and 25 Members of Congress.

Staff Assistant January 2023-December 2023 • Served as first line of communication to constituents, community stakeholders in person and through the phone • Reviewed more than 160 internship applications, interviewed multiple candidates and created an intern handbook and trained interns for everyday office processes

Fleishman Center for Career and Professional Development

Binghamton, NY

Senior Peer Consultant August 2020-May 2022 • Provide career consulting education with undergraduate, international, and graduate students through virtual and walk-in one-on-one appointments related to resume and cover letter development, internship search, LinkedIn, interviewing skills, and other career-related topics

Peer Consultant August 2019-August 2020

- Manage the front desk and acted as the first line of contact for students requesting career development support, serving a total student population of 18,000 through scheduling appointments, answering student questions on the phone, email and in person

Data Entry Assistant September 2018 - May 2019 • Maintained attendee databases, through Excel, Google docs, and within the hireBING by Handshake system, across 10-15 events annually, used for determining the success of the events

LEADERSHIP EXPERIENCE & AFFILIATIONS

Congressional Hispanic Staff Association, *Member* January 2023 **Congressional Hispanic Caucus Institute (CHCI)**, *Alumni CIP* Fall '22

November 2022

Thurgood Marshall Pre-Law Society

President August 2021-May 2022 • Led a team of 8 through year-long events including Law Conference, Law Trip, and Step Show that required creating weekly agendas, delegating weekly tasks, organizing and facilitating weekly meetings, and successfully hosting events • Developed strategic partnerships with different University offices and special needs programs to offer pre-law services to the student body as leader of the only Pre-Law organization on campus

- Brainstormed innovative and cost-effective decorations, food, and photography ideas and successfully implemented ideas for the organization's first fundraising banquet

Secretary August 2020-May 2021 • Record and supplying minutes, and sending letters to general body members keeping them abreast on current developments and upcoming events

EDUCATION

CHCI Latino Hill Staff Academy March 2024 - June 2024 • Participated in a leadership development program focused on enhancing management skills and positioning for future career opportunities.

Penn Wharton Public Policy Certificate Program May 2023- November 2023 • Program equipping Congressional staffers with the framework for understanding public policy and the skills to assess a wide range of legislative proposals and analyses to understand how government entities work to serve the people. **Binghamton University, State University of New York** Binghamton, NY Harpur College, Bachelor of Arts in Philosophy, Politics, and Law | GPA: **3.6/4.0** Graduation: May 2022 • Participated in the Independent Undergraduate Research in the Humanities program, in which I developed an independent research project on the New York City Education system and defacto segregation