

# KYLE KUBAS

Well-organized critical thinker committed to working in the social policy field. Skilled in providing support to a wide variety of projects on business and non-profit levels. Good listener with fine attention to detail.

## **AREAS OF EXPERTISE INCULDE:**

### **Project Support / Office Management**

- Maintained filing systems for company and personal documents of the President at ZT Amplifiers. Arranged travel for staff members and processed expense reports.
- Provide social service referrals and job search help to Spanish-speaking immigrants and maintain a functional office space and filing system at The Women's Building.
- Expand and promote fundraising and in-kind donation activities as a member of Bay Area Girls Rock Camp Advisory Board.
- Worked at college health fairs and coordinated street canvassing in Boston-area neighborhoods as a Grassroots Organizing Intern at Planned Parenthood. Assisted in brainstorming local outreach campaigns at local colleges.
- Compiled daily media hits email circulated to all Planned Parenthood Advocacy staff as Media Intern.
- Developed and presented workshop to pre-teen girls regarding female musicians in non-Western music at Bay Area Girls Rock Camp.

### **Note Taking / Attentive Listening**

- Scheduled and documented company-wide and Marketing department meetings at ZT Amplifiers.
- Experience taking minutes at Bay Area Girls Rock Camp Advisory Board meetings.
- Took notes during weekly office meeting at Planned Parenthood.
- Conduct social science research interviews, requiring strict attention and recording of details, for projects sub-contracted by the SFMTA, California Office of Transportation Safety, Pacific Institute of Research and Evaluation, Puget Sound Energy and more at Ewald & Wasserman Research Consultants.

## **PROFESSIONAL EXPERIENCE**

---

**The Women's Building**, San Francisco, CA (December 2010 – Present)

*Community Resource Room Intern*

**Bay Area Girls Rock Camp**, Oakland, CA (June 2010 – Present)

*Advisory Board Member, Instrument Instructor, Band Coach, Workshop Leader*

**Ewald & Wasserman Research Consultants**, San Francisco, CA (February 2010 – Present)

*Telephone and Field Interviewer*

**U.S. Census**, Oakland, CA (April – June 2010)

*Enumerator*

**WorldTeach Chile**, Santiago, Chile, (February – December 2009)

Harvard Center for International Development

*Full-time Volunteer EFL Teacher*

**Berkeley Adult School**, Berkeley, CA, (December 2008 – January 2009)

*Volunteer ESL Teaching Assistant*

**ZT Amplifiers Inc.**, Berkeley, CA, (October 2008 – January 2009)

*Marketing and Administrative Assistant*

**Guideline Research**, Boston, MA (November 2006 – March 2007)

*Telephone Interviewer*

**Brazilian Workers Center**, East Boston, MA, (June – December 2006)

*ESL Volunteer Teacher*

**Planned Parenthood League of Massachusetts**, Boston, MA, (January – June 2005)

*Grassroots Organizing/Media Intern*

## EDUCATION

---

**Boston University**, College of Arts and Sciences, Boston, MA

*B.A. in Latin American Studies, Minor in Spanish Language – January 2007 – Cum Laude*

## SKILLS

---

- Proficient in Microsoft Office Suite, Salesforce.com, CATI system.
- Knowledgeable in electronic and print research resources.
- Experienced in event planning and coordinating.
- Competent in professional and social Spanish.