

# Joseph (Joe) Gerig

4400 Massachusetts Ave N.W. Washington, D.C. 20016 | (740)-590-2616 | joegerig@gmail.com | joegerig.com

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## EDUCATION

**American University, Kogod School of Business and School of Public Affairs**

**Washington, D.C.**

*Bachelor of Science in Business Administration, Minor in Political Science*

*May 2021*

Specializations: Marketing and Information Technology

Credits Completed: 65

GPA: 3.82

Relevant Courses: Intro to Business Statistics, Global Corporate Citizenship, Macro and Micro Economics, Intro to Marketing, Intro to Info Technology, Intro to Accounting, Consumer Behavior, Individual Freedom vs. Authority

Awards: Dean's List, Kogod Honors Program, Kogod Case Competition – 1<sup>st</sup> Place and Best Q&A Award

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## PROFESSIONAL EXPERIENCE

**House of Representatives - Congressman Steve Stivers**

**Washington, D.C.**

*Legislative Intern*

*January - April & August – December 2018*

- Answered and recorded up to 25 constituent calls per day and drafted correspondence to respond to these calls
- Researched legislative issues to see how various policies and mandates would affect constituents
- Created portfolio project/presentation on business legislation resulting in agreement from Rep. Stivers to cosponsor 6 bills and an independent study with the A.U. Center for Innovation

**The American Spectator Foundation**

**Alexandria, VA**

*Development Intern*

*May – August 2018*

- Utilized Salesforce to maintain donation records, create reports on donation patterns and stakeholders' interactions, and make plans for future contact
  - Fixed system and data issues arising with Salesforce using information on the Power of US nonprofit forum and other online resources
  - Improved email campaign design to better engage readers which resulted in ad revenues doubling
  - Wrote articles in free time relating to urban and intercity transportation for feedback and publication through the Young Writers Program
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## ACTIVITIES AND MEMBERSHIPS

**Alpha Kappa Psi – Professional Business Fraternity**

**Washington, D.C.**

*Brother, Warden, and Education Director*

*November 2018 - Present*

- Attends weekly chapter meetings to develop professional business skills and promote chapter growth
- Works with potential members to increase their professional and business networking skills and knowledge of the fraternity
- Assists members of the executive board with event planning and preparation

**Kogod Ambassador Program**

**Washington, D.C.**

*Membership Chair and Student Ambassador*

*March 2018 - Present*

- Leads prospective students on tours of the Kogod building and encourages them to submit applications
- Learns admissions statistics and first year student requirements to inform visitors of school standards
- Answers questions from parents and students regarding academic programs, university support services, and campus life and culture
- Provides feedback to coordinators about campus issues and prospective students' concerns

**The iBelieve Foundation**

**Columbus, OH**

*Member of Staff*

*August 2016 - August 2017*

- Directed leadership activities for student delegates to increase their potential of attending a 4-year college
- Coordinated materials for different activities and campuses ensuring smooth operation upon arrival
- Analyzed student responses to daily surveys about activities directly resulting in improvements to programming for future years
- Increased donor understanding of the organization's mission to augment their levels of engagement through one-on-one in person interactions