

Marshall Hildreth

185 Switzer Hill Rd., Fonda, New York 12068
marshalljd@iCloud.com | (518) 225-5834

Education

- **Siena College** – Loudonville, New York – Expected Graduation Date: Dec. 2020 – G.P.A. 3.8
 - *Pursuing a Bachelor of Art in Political Science with a Minor in Women, Gender, and Sexuality Studies*

Skills

- Technical proficiency in Microsoft Word, PowerPoint, and Excel
- Well versed in filing, record keeping, data entry, and conflict resolution due to experience within office environments
- Strong organizational and time-management skills from holding multiple jobs while enrolled in university full-time

Experience

- **Center for Academic Community Engagement** – *NExT Fellow* – Loudonville, New York – Jan. 2020 to Present
 - Amass datasets for the Center for Law and Justice on N.Y.S. legislators to determine positions on universal suffrage
 - Produce a final deliverable in the form of a position paper and strategic recommendations
- **Free Culture Invisible** – *Intern* – Schenectady, New York – Jan. 2020 to Present
 - Directly participate in the construction of the business framework and long-term event planning
 - Author a series on gender, identity, and sexuality while also co-hosting a podcast on cultural exchange
- **Siena College McGuire Society** – *Member* – Loudonville, New York – Jan. 2020 to Present
 - Interview prospective students in order to determine their compatibility within the Siena College community
- **Hannaford Supermarkets** – *Front End Associate* – Amsterdam, New York – Feb. 2019 to Present
 - Progressed from Pharmacy Technician to current role based on superior work performance
 - Provided thorough customer service by completing prescription transactions and addressing customer concerns
 - Independently operate the customer service desk while completing refund, lottery, and money order transactions
- **Montgomery Cnty. Board of Elections** – *Inspector* – Montgomery County, New York – Nov. 2016 to Present
 - Guide voters through the voting process while resolving voting registry, ballot, and machine questions
- **Johnstown Movieplex** – *Customer Service Associate* – Johnstown, New York – May 2017 to September 2019
 - Maintained a clean, professional, and efficient workspace to ensure a quality customer experience
- **Ft. Plain Museum & Historical Park** – *Operations Assistant* – Ft. Plain, New York – May 2018 to Dec. 2018
 - Assisted with the curation of a welcoming, informative, and organized museum environment
 - Maintained daily visitation and fiscal records while independently overseeing day-to-day operations
- **Woodsworth Residence Social Committee** – *Member* – Toronto, Ontario, Canada – Sept. 2017 to May 2018
 - Allocated fiscal resources to ensure cost efficiency of residence activities
 - Aided in the creation and execution of various residence activities by coming to multilateral consensus
- **People to People International | Education First Tours** – *Student Ambassador* – Australia | Peru – July 2014 | July 2016
 - Explored global issues while simultaneously becoming a more effective leader via extensive international travel

Awards and Honors

- **Dean's List** – *Siena College* – December 2019
 - Attained for maintaining a 3.60 GPA
- **President's List** – *Siena College* – May 2019
 - Received for attaining a 3.92 GPA
- **Dean's List** – *Fulton-Montgomery Community College* – Dec. 2018
 - Earned for attaining a 3.80 GPA
- **Phi Theta Kapa Membership** – *Fulton-Montgomery Community College* – Oct. 2018
 - Awarded for the achievement and maintenance of high academic standing