

DAVID S. LEWIS

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Goal-oriented professional with strong leadership and communication skills. Master's and bachelor's degrees in history provide a skillset to perform at a high level in multiple fields. Past work in the political, recruiting, sales and teaching fields has built a distinctive ability to organize, strategize and lead.

HIGHLIGHTS OF EXPERTISE

- Sales
- Management
- Training
- Recruitment
- Staffing
- Research/Writing
- Communication
- Customer Service/Support
- Strategy

CAREER SUMMARY

TEKsystems (Cincinnati, OH)

July 2021 – Present

Technical Recruiter | Cincinnati, OH

- Assisting fortune 500 companies with their IT department needs by identifying candidates qualified for the specific positions needed to be filled by recruiting with online databases.
- Support clients' needs to fill job openings by providing them with multiple candidate options.
- Work within budgeting restrictions and constraints to provide affordable customer service.
- Provide resume feedback regarding how to best highlight work experience.
- Interview preparation for job interviews (sample questions, role play, etc.)
- Coordinate job offers, explain benefit options and PTO, coordinate employee onboarding.
- Utilize recruiting tools and online strategy to market IT career opportunities.

Mike Bloomberg

December 2019 – April 2020

Regional Organizing Director | Cincinnati, OH

- Managed 7 Field Organizers and provided them with the resources needed as they hit their goals every week, resulting in over 700 calls and 350 doors knocked per day to voters.
- Traveled to the regions 4 counties to ensure proper campaign messaging.
- Created metrics in Excel and Vote Builder to track goals, document these goals, and create trackers for Field Organizers.
- Created and planned events such as phonebanks, canvasses and community events.
- Developed and maintained relationships with party chairs and community activists resulting in campaign support and invitations to speak at community events on behalf of the campaign.

Beto for America

March 2019 – December 2019

Field Organizer | Sioux City, IA

- Responsible for ensuring that phone and canvass goals were accomplished weekly by tracking them in the campaigns system.
- Recruiting, training and empowering volunteers to canvass and phonebank across 23 counties in Northwest Iowa.
- Explained and elaborated on campaign policy as it was rolled out during 1:1's with voters.
- Cultivated relationships, attended community events, and brought all voters into the Democratic process.

Ohio Democratic Party**August 2018 – December 2018***Field Organizer | Cincinnati, OH*

- Recruited volunteers to work on the campaign. Trained them how to canvass, phone bank and conduct data entry. Data entry entailed entering the number of doors knocked and phone calls made, as well as the result of those interactions.
- Held Get Out The Vote events with phone and door canvassing, built relationships with volunteers on behalf of the political campaign, executed events in the region, prepared campaign materials such as flyers and brochures.
- Hit daily and weekly goals; registered voters, networked with local activists, party leaders, and candidates.

Maryland State Legislator Karen Young**December 2017 – April 2018***Legislative Aide | Annapolis, MD*

- Researched legislative topics and prepared detailed summaries. These include a patients bill of rights bill, easier access to sunscreen bill and treatment for Lyme disease bill.
- Developed constituent communications, conducted outreach with political stakeholders and advocates.
- Coordinated with peers and senior staffers to build support and obtain co-sponsorship of legislation.

GAP**August 2015 - May 2017**

Reason: Full time graduate school student.

University Instructors**March 2011 – March 2015***Intervention Specialist | Charleston, SC*

- Delivered remedial instruction and support for at-risk schools and students.
- Prepared and executed individualized lesson plans.
- Taught Social Studies, Math, and English to ensure students' achievement of grade-level standards.

EDUCATION

Master of Arts in History, College of Charleston 2017**Bachelor of Arts in History, Gettysburg College 2010**

- *During graduate school I worked for the Preservation Society of Charleston helping run tours of historic homes in downtown Charleston.*
- *I researched the historic properties through archives and completed summaries for each home.*
- *I helped recruit and train house docents, advertised the tours throughout the city and worked with the director to address any issues and made sure all tours ran accordingly.*
- *For graduate school, my thesis was focused on The Civil Rights Movement in Charleston, SC.*
- *During this process, I talked to citizens in the community who lived through The Civil Rights Movement and they provided me with first hand accounts and primary source material.*
- *I was able to attain documents, letters and tapes to complete my research.*
- *This experience helped me fine tune my research, writing and analytical skills.*