**Matthew Zivian**

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# EDUCATION

**Michigan State University** | East Lansing, MI May 2025

Bachelor of Arts, Public Relations GPA: 3.93/4.00

# EXPERIENCE

**Michigan State University Hillel** | East Lansing, MI August 2024 -- Present

Executive Intern

* Serve as the spokesperson for Michigan State University Hillel, representing the organization to local media on community perspectives and responses to antisemitic incidents both locally and globally
* Develop and sustain relationships with donors to support organizational growth and initiative.
* Mentor and advise emerging student leaders, providing guidance on leadership development and community engagement

**Capitol Affairs, inc. |** Lansing, MI. May 2024 -- August 2024

Legislative Intern

* Coordinated high-level meetings with political figures, managed executive scheduling, and organized client-focused fundraising initiatives
* Conducted in-depth analysis and prepared concise summaries of legislative bills for informed decision-making and strategic planning
* Gained comprehensive knowledge of Lansing legislative buildings, offices, and staff to enhance operational efficiency and relationship management

**Jewish Community Relations Council** | Bloomfield Hills, MI June 2023 – August 2023

Office Intern

* Collaborated on the successful development of a 400-person event, coordinating with Consuls General from five countries through personal phone calls
* Managed invitation distribution for an annual event at the Detroit Opera House with 250 guests through email and phone calls
* Conducted meetings with local government officials both in person and over Zoom to gauge current sentiments within the local Jewish community

**Jewish Student Union** | East Lansing, MI May 2023 – May 2024

Vice President of External Affairs

* Oversaw eight positions within JSU, maintaining relationships with university administration through regular formal and informal contact
* Serve as spokesperson to local media regarding the current state of the Jewish community on campus
* Attended weekly in-person executive board meetings to foster growth and development
* Collaborated biweekly with Michigan State Hillel Executive Directors to develop a media strategy

# ACTIVITIES

**Michigan State Club Dodgeball,** Club Secretary September 2023 -- Present

* Systematically procure equipment for the team
* Maintain consistent and transparent communication with university management

# SKILLS

Social media management (Intermediate), Microsoft Office (Intermediate), Slack (Intermediate)