

## Alexander Blutman

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### Education

**Duke University**, Durham, NC

BA, Public Policy Studies | Minor: Computer Science, **Magna Cum Laude**

May 2017

GPA: 3.890

**Honors Thesis in Public Policy (awarded highest distinction):**

Paying College Athletes: An Analysis of Proposed Reforms for the Collegiate Athletic Model.

### Awards/Honors

**Phi Beta Kappa**, Duke University

**Dean's List**, Duke University     Fall 2013, Spring 2014, Fall 2014, Spring 2015, Fall 2015, Spring 2016

**National Champion**, Student Manager, Duke Men's Basketball     2014 – 2015 Season

### Work Experience

**Mintz Levin Cohn Ferris Glovsky and Popeo PC**

Project Analyst, *Full Time*

July 2017 – Present

- Litigation and Employment, Labor, & Benefits (March 2018 – Present): I researched and synthesized anti-money laundering regulations for 26 international jurisdictions to create workbooks to be used for banking compliance in customer account creation; conducted document reviews to create detailed timelines for litigation matters involving workplace misconduct; performed extensive analyses of timecard and payroll records to confirm clients' compliance with minimum wage regulations
- Corporate and Energy & Sustainability (July 2017 – March 2018): I composed weekly articles for the Energy & Sustainability blog and organized the practice group's monthly newsletter; facilitated multiple financial closings for a client by tracking investment amounts, preparing transaction documents, and organizing closing binders; diagrammed and filed roughly 100 corporate organizational charts for Medicaid and state licensures following a client's merger and corporate reorganization
- I currently assist in administration of the Massachusetts Access to Justice Commission as a member of the Commission's Executive Committee by facilitating all correspondence among the Commission's members and wider Listserv; I maintain and update the Commission's website and records of membership; prepare, attend, and keep minutes for roughly 8 full Commission meetings and 16 Executive Committee meetings per year; and directly report to the Commission's co-chair to execute to-do list items on a weekly basis
- I currently assist attorneys on a political asylum case for a Ugandan college student fleeing government-sanctioned political violence by preparing, attending, and keeping minutes for all client meetings; revising client's draft declaration and I-589 application form; drafting country conditions report that details Uganda's current political climate and makes the case as to why it would be life-threatening for the client to return; and organizing client's final application filing
- I lead our program's recruiting and hiring efforts as chair of recruiting committee by overseeing staff of 6 to recruit an initial cohort of roughly 250 applicants from which 7 are selected; implement and coordinate the full recruiting schedule including information sessions, on campus interview programs, first round phone interviews, second round interviews, and offers summit; and set standards for interview questions and protocols and final hiring decisions
- I participate in community service activities including preparing meals at a homeless shelter, serving as a jury participant for a middle school mock trial program, and acting as an individual writing tutor for eighth grade students over the course of a 6-month writing program

## **Duke Men's Basketball**

Student Manager, *30-50 hours/week*

October 2013 – March 2017

- I reported directly to Director of Basketball Operations and Head Coach Mike Krzyzewski to coordinate all daily program operations with close attention to detail for roughly 110 practices and 35 games per year
- I recorded statistics and film for all practices, games, and opposing team games to be used by the coaches for scouting
- I organized the gym for all practices, recorded statistics, prepared hydration, and expedited drills on court
- I organized the gym and locker room for all games starting 2.5 hours before the game and finishing 1.5 hours postgame and tended to players' and coaches' needs on the bench
- I conducted recruiting, hiring, and training of new manager classes
- I specialized as the sole manager responsible for all equipment (team uniforms, film gear, and medical supplies) and travel logistics, including updating and maintaining the program's travel equipment checklist, for roughly fifteen road trips/season
- As a senior manager, I oversaw group of 12-14 managers on a daily basis, coordinated class and practice schedules among the group, delegated tasks and responsibilities, and liaised between the managers and Duke athletics administration

## **Nevadans for Background Checks**

Field Organizer and Fundraising Intern, *Full Time*

June – August 2016

- I engaged in consistent voter contact through in-person canvassing and phone banking
- I planned and supervised various campaign support events including house parties and community social gatherings
- I organized voter information using VAN and NGP campaign software
- I prepared contribution target reports by researching and cataloguing voters' contribution histories to identify campaign fundraising opportunities

## **PR+Partners Sports Management Firm**

Client Management Intern, *Full Time*

June – August 2015

- I interacted directly with clients to exchange information regarding ongoing business negotiations
- I contacted potential business partners and reviewed potential partnership opportunities on behalf of clients
- I reviewed client contracts and endorsement deals to summarize and aggregate client financial information and alert client manager to any potential product endorsement conflicts

## **Campus and Community Involvement**

### **Duke University Dukes & Duchesses**

Student Ambassador

Spring 2014 – April 2017

- I represented the Office of the President and the University as a host to distinguished guests at formal events

### **Duke University Office of Admissions**

Tour Guide

July – August 2014

- I utilized a comprehensive knowledge of the Duke University campus, culture, history, and academics to conduct walking tours for prospective students and families