

Matthew Barbera
Email: Barbera@udel.edu

Education

University of Delaware: Newark, DE
Attended: Fall 2023- Present

Stony Brook University: Stony Brook, NY
Attended: Fall 2019- August 2021
Degree: Masters of Arts in Political Science
Honors: Graduated Summa Cum Laude
Honors: Cumulative GPA 3.88

Stony Brook University: Stony Brook, NY
Attended: Spring 2009- May 2012
Degree: Bachelor of Arts in Political Science
Honors: Graduated Summa Cum Laude
Honors: Graduated with Departmental Honors in Political Science
Honors: Cumulative GPA 3.89

Experience

Office Assistant

NYU Langone Health: Shoreham NY. October 2013- August 2023

- Manage high call volume on daily basis
- Supervise call center and communications
- Acted as physician liaison with patients
- Ensure patient satisfaction and comfort
- Collect copays and manage front desk station
- Handle data entry and daily chart/database monitoring
- Oversee provider scheduling and correct errors
- Proficient use of Microsoft Office Suite, Epic and RStudio

Field Organizer

Brookhaven Democratic Committee: Farmingville NY. May 2012- November 2012

- Trained, recruited, and managed volunteers/interns
- Scheduled appointments and meetings
- Supervised a successful GOTV operation
- Organized and managed campaign events
- Created memos for campaign staff
- Worked on community outreach and communications
- Experienced with VAN Software
- Assisted in data entry/maintenance of our database
- Supervised satellite phonebanks at various locations.

Teaching Assistant

Stony Brook University: Stony Brook, NY. January-December 2011

- Managed a diverse class with over 100 students
- Enforced classroom and University policy
- Conducted review sessions and held office hours
- Photocopied examinations and classroom material.
- Maintained class website and communication database
- Assisted with grading and writing test questions

Congressional Intern

Congressman Bishop's District Office: Coram NY. August 2008- March 2009

- Helped Congressional Staffers with casework
- Answered phones and responded to constituent inquires
- Contacted various Federal agencies and organizations
- Wrote letters and organized news clips for the staff
- Helped with daily office tasks: mailing assistance, faxing, photocopying, and database upkeep

Accomplishments

- Made Dean's list from the Spring of 2009-May of 2012
- Elected to Phi Beta Kappa
- Elected to Pi Sigma Alpha Honor Society
- Elected to Golden Key International Honour Society
- Recipient of the "Division of Campus Residences and the Office of the Dean of Students Outstanding Academic Achievement Award" in March of 2012 from SBU
- Recipient of the Scott D. Middleton Scholarship Award in Political Science in May of 2012 from Stony Brook University
- Student Speaker for the Stony Brook Political Science Department Convocation in the Spring of 2012
- Successfully defended Masters Thesis
- Recipient of Certificate of Congressional Recognition