

# Trey Emerson Leveque

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## EDUCATION

**Bachelor of Arts, Business (Public Service and Public Policy)**

**May 2021**

**Bachelor of Arts, Business (Global Politics)**

**GPA: 4.00**

**Bachelor of Arts, Business (Law)**

**Cross-Sector Leadership Certificate**

W. P. Carey School of Business, Arizona State University, Tempe, AZ

Barrett, The Honors College and Leaders Academy Student

Scholarships: New American University Scholar - Dean's Award, Public Service Academy Award, ASU Alumni Association Medallion Scholar, W. P. Carey School of Business McCord Scholar, Watts College of Public Service & Community Solutions Spirit of Service Scholar, Higley Achievement Foundation Ken Vandehei Memorial Scholar, Arizona Business Leadership Association Scholar

## PROFESSIONAL EXPERIENCE & INTERNSHIPS

**Office of the Surgeon General, U.S. Department of Health and Human Services**

**Washington D.C. (Remote)**

*Engagement Support Specialist*

*November 2021 – Present*

- Plan virtual and in-person engagements that Dr. Murthy participates in to inform, educate, and connect with individuals across the United States such as industry experts, community leaders, and public officials.
- Provide strategic support to the engagement team and directly support the director, deputy director, and chief of staff in creating a long-term vision for our work as a team, intentionally connect with stakeholders and partners, and effectively organize our internal processes.
- Work across teams (communications, design and innovation, and science and policy) to plan engagements that focus on the key areas of the office including youth mental health, health misinformation, clinician wellbeing, workplace wellbeing, and community and connection.

**Common App – Reach Higher/Better Make Room**

**Arlington, Virginia (Remote)**

*Texting Communications Associate*

*September 2021 – Present*

- Develop and oversee the data collection and National Student Clearinghouse data purchase with Common App's Data Analytics and Research Team.
- Coordinate with external partners (Hustle, College Advising Corps, Prof. Ben Castleman, media, etc.) on UpNext completion and prepare materials for internal and external presentations regarding the UpNext texting intervention.
- Assist the Reach Higher Executive Director in submitting the final evaluation report to the Andrew Mellon Foundation and collaborate with the Student and Family Engagement team on a student communication strategy for Common App.

*UpNext Program Associate*

*September 2018 – August 2021*

- Provided technical assistance and support to Reach Higher's UpNext texting campaign that texted 300,000 students over two years starting in the fall of their senior year through the end of their first year of college.
- Monitored and maintained the texting platform, Hustle, by creating organizations and groups, giving access to potential users, creating new workflows weekly, running reports on engagement and use, and maintaining the quality and organization of private data stored on Hustle.
- Collaborated on the creation and refinement of the text message content for the UpNext texting initiative that is funded by a \$1.4-million-dollar grant Reach Higher received from the Andrew W. Mellon Foundation.

**Undergraduate Student Government, Arizona State University**

**Tempe, AZ**

*Chief of Staff – Tempe Campus*

*July 2020 – May 2021*

- Managed a team of 70 individuals across various departments and supported them in driving decisions and navigating challenges to support the 44,000+ undergraduate students on the ASU Tempe Campus.
- Helped solve multidimensional problems, improve performance, and generate value within the Tempe Undergraduate Student Government to provide students at ASU dealing with the impact of COVID-19 the best college experience.
- Collaborated with a wide range of diverse and talented students within 10 colleges, various majors, and backgrounds to increase civic engagement, promote the services that the Undergraduate Student Government provides, and improve student life.

*Vice President of Policy – Tempe Campus*

*May 2019 – May 2020*

- Coordinated and communicated the efforts of the Undergraduate Student Government Tempe team between Arizona State University and the Arizona Board of Regents, the United States Federal Government, the State of Arizona, and local municipalities to further ASU's Council of President Priorities.
- Served as a steward of the Arizona State University Student Programming Fee, which included helping manage the \$2.3-million-dollar Undergraduate Student Government budget through approving or denying payment requests for all student organizations on the Tempe campus.
- Directly oversaw 4 Directors (Civic Engagement, Government Affairs, University Affairs, and Sustainability) that planned and executed over 20 events and coordinated with governmental agencies like the Maricopa County Recorder's Office and elected officials such as the Arizona Secretary of State.

## LEADERSHIP & VOLUNTEER EXPERIENCE

**Special Olympics**

**Phoenix, AZ**

*Special Olympics Unified Leader*

*May 2017 – Present*

- Support the 22,000+ athletes in Arizona by volunteering at events such as Summer Games, Fall Games, and Tri-2-Unify while also raising thousands of dollars to support the organization through annual events such as Over the Edge and Breakfast with Champions.
- Develop strategies, lead initiatives, and organize events that promote the respect, inclusion, and acceptance of all people, regardless of abilities.

## PERSONAL

**SKILLS:** Microsoft (Word, PowerPoint, Excel), Google (Drive, Docs, Sheets, Slides, Forums), Canva, Grant Writing, Public Speaking, Leadership Development, Time Management, Communication (Verbal and Nonverbal), Community Development

**AWARDS:** Eagle Scout, President's Volunteer Service Award, Barrett Gold Standard Community Involvement Award, Ed Pastor Civic Leadership Medallion

**INTERESTS:** Exploring the outdoors through hiking and geocaching, capturing the little moments in life by taking photos and writing, traveling nationally and internationally to meet new people and explore other cultures