

michael silverman

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Education **Master of Arts Management (Expected graduation May 2021)**
Columbia College Chicago
Bachelor of Arts in Sociology – June 2015
University of California Irvine
Dean’s Honor List

Skills Microsoft Office, Research Methods, The Raiser’s Edge, Accounting and
Financial Management, fluency in American Sign Language, Social Media,
SPSS (statistics software), Photoshop, Marketing Strategies

Experience **Columbia College Chicago – Development Assistant (November 2019 to present)**

- Researched grant prospects and opportunities for various departments within the school and for the Museum of Contemporary Photography
- Assisted with writing grant proposals for foundations, corporations, and government entities, including a \$7.5million grant awarded to the Museum of Contemporary Photography

The Yarn – Collaborator (November 2017 to July 2019)

- Assisted with logistics, recording, and operations for community driven storytelling performances

Disability Determination Services for Social Security Administration – Adjudicator (April 2016 to August 2019)

- Gathered medical and non-medical evidence for Social Security disability claims to describe information relating to impairment criteria
- Determined whether case evidence and documentation were sufficient to justify allowing or denying a claim by following Agency policy and Social Security Disability regulations, guidelines, and protocol
- Maintained a 100% substantive decision accuracy rate

Arkansas School for the Deaf – Residential Advisor (November 2015 to April 2016)

- Supervised and instructed student residents in learning personal care skills, housekeeping procedures, and activities.

References **Available upon request**