

Carissa Antonis

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Innovative and detail-oriented entrepreneur with experience in team management, political campaigning, and legal administration who is passionate about strengthening communities through public service and outreach.

Education History

The Pennsylvania State University | Pennsylvania, USA

Expected Graduate Class of 2028

- Master's in Homeland Security & Counterterrorism

Salisbury University | Maryland, USA

Undergraduate Class of 2020

- Bachelor's in International Relations (with a concentration in Europe and Asia) and a Minor in German
- Six-month study abroad program at the University of Tartu's Johan Skytte Institute of Political Studies in Estonia
- Recognized as November 2018's Sea Gull Who Soars by Salisbury University

Skill Set

- Social Media Management
- Marketing Analytics & SEO
- Graphic Design & Website Building
- Adobe, Microsoft, Salesforce, ProLaw
- Grassroots Organizing
- Public Policy & Rulemaking

Work Experience

Administrative Assistant | The Colorado Department of Law

Apr 2024 - Present

- Serves the Natural Resources and Environment & Public Defender sections of the Colorado Office of the Attorney General
- Collaborates with 20 attorneys to oversee 200+ cases; onboards and trains new paralegals; designs graphics for AG Office
- Nominated for Rookie of the Year in 2025; joined the Intern, Mentoring, Steering, Social, and Welcoming Committees

Founder & Designer | Coastline Designs

Nov 2018 - Present

- Graphic design freelance founded during my sophomore year of college; view my portfolio at www.coastline-designs.com
- Former clients include the Maryland Democratic Party, State Senator Pam Beidle, & City Councilwoman Michele Gregory

Paralegal & Executive Assistant | The BC Law Firm

Mar 2023 - Dec 2023

- Managed the bookkeeping for a workers' compensation and personal injury firm with 300+ clients and eleven employees
- Directly oversaw 30+ cases; performed intake interviews; coordinated with opposing counsel; drafted and filed pleadings

AmeriCorps Member & Program Coordinator | Reading Partners

Aug 2021 - June 2022

- Committed to one year of national service in AmeriCorps, completing 1700+ hours with a local non-profit organization
- Managed a literacy center at Orchard Park Academy, pairing 65 elementary students and 25 community volunteer tutors
- Created weekly schedules and custom education plans; supervised lessons; communicated data with teachers/parents
- 98% of students reached mid-year benchmark scores and 81% of students reached end-of-year benchmark scores

Director of Communications | Druid Political Consulting Firm

June 2018 - Dec 2018

- Developed a uniform brand across digital and print campaign materials for Stuart Pittman for Anne Arundel County Exec.
- Organized 25 town halls for 300+ people; coordinated 150+ volunteers; produced videos with 14K+ views on Facebook

Leadership Roles

State President | The College Democrats of Maryland

Jan 2017 - Dec 2020

- Led lobbying meetings with U.S. Congress Members; fundraised \$25,000; conducted non-partisan voter registration drives
- Planned a gubernatorial forum with 300+ attendees and debated with the College Republicans on local television
- Recognized as the first College Democrat of the Month in Feb 2019 & given the Innovation Award in May and Dec 2018

Freshmen Senator | Student Government Association

Sept 2016 - May 2017

- Environmental Committee Chair; served 100+ hours of community service; authored newsletters; photographed events
- Awarded Senator of the Year and Unsung Hero in May 2017 by the S.G.A. Executive Board at the Golden Gull Awards

Volunteer Activity

- V.F.W. Post 1
- Humane Colorado
- Habitat for Humanity Denver
- Rocky Mountain Feline Rescue
- Food Bank of the Rockies
- Harmony Equestrian Center