

Professional Experience

The White House, Office of Presidential Personnel

The Office of Presidential Personnel manages the political hiring process at all levels across the Biden Administration.

Staff Assistant - Climate & Science

March 2021 - April 2022

Staff Assistant - National Security & Foreign Policy

October 2021- Present

- Point of contact between Departments and Agencies, external constituency groups, and White House offices.
- Manage end-to-end hiring process, including qualification review, background checks, initial interviews, and referrals to Administration Departments and Agencies.
- Responsible for maintaining data integrity and for a myriad of special projects such as tracking appointments to Senate-confirmed Boards and Commissions, organizing VIP events, and assessing adherence to diversity objectives.

North Carolina Democratic Party

July 2020- Nov. 2020

Regional Organizing Director

- Managed and trained a team of 12 paid staffers. Analyzed their performance and utilized data from weekly metrics to create a unique plan of action to hold team members accountable to expectations from leadership.
- Fostered relationships with stakeholders on behalf of the campaign.

Biden for President

Nov. 2019- June 2020

Field Organizer

- Successfully organized both suburban and rural communities across the U.S.
- Recruited and trained volunteers via phone, social media, and door to door, while utilizing our internal database.

Office of Congressman Jim Himes

July 2019-Aug. 2019

Congressional Intern *Supported a fast-paced office by cataloging a high-volume of mail and phone calls from constituents. Also conducted research and wrote concise memos for staff and principals.*

United Kingdom Mission to the United Nations

Aug. 2018-Dec. 2018

Political Intern *Managed a diverse portfolio to support the political team at the Mission. Organized large events with VIPs, attended high-level meetings on behalf of the office, and conducted research on various politically sensitive issues.*

International Atomic Energy Agency

June 2018- Aug. 2018

Intern *Supported the Policy Coordinator to develop safety guides for UN personnel and property, with an emphasis on chemical, biological, radiological, and nuclear threats. Also took charge of the procurement process for the office.*

Education

Bachelor of Arts, Occidental College

Graduated (b)(6)

Major in Diplomacy and World Affairs, Minor in Economics. Cumulative GPA (b)(6)

Completed semesters in Buenos Aires, Argentina and New York, NY

Skills

Microsoft Suite | Google Platforms | Proficient in Spanish | Community Organizing | Team Player | Communication

Interests

Hiking | Bouldering | Baking | National Parks & Conservation | Sustainability