

## Contact

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## Top Skills

Public Policy

International Relations

Policy Analysis

# Shaeda Ahmadi

Director of Scheduling at Office of U.S. Senator Kamala D. Harris  
Washington, District of Columbia, United States

## Experience

Office of U.S. Senator Kamala D. Harris  
Director of Scheduling  
January 2017 - May 2018 (1 year 5 months)  
Washington, D.C

- Developed and established scheduling protocol for freshman Senate office servicing 33 million constituents, using prior experience and knowledge of Senate procedure to execute most effective system.
- Plans, coordinates and executes a dynamic official, campaign, and personal schedule for the Senator in Washington, D.C. and California. Oversees team of five to ensure that all advancing, briefing and staffing needs are met.
- Works with senior staff and external counsel to establish affirmative agenda and long-term scheduling goals based on the Senator's priorities.
- Evaluates all incoming scheduling requests to strategically plan and balance official, non-official, and personal requests.

Office of U.S. Senator Dianne Feinstein  
6 years 7 months

Scheduler  
July 2013 - January 2017 (3 years 7 months)  
Washington, D.C.

- Maintained the Senator's official and personal schedule. Coordinated all public appearances, press interviews, and meetings with Cabinet Secretaries, c-level executives and constituents in both Washington, DC and the state of California.
- Served as primary point-of-contact for the Senator, scheduling and connecting all phone calls. Regularly communicated with top-level executives and elected officials, operating with necessary discretion.
- Executed all recess and travel planning within the state. Worked with field staff and outside organizations to advance each event and assure seamless transition between scheduled appointments. Traveled with Member to provide additional support as needed.
- Managed daily operations of the Senator's back office, working with Executive Assistant and Deputy Scheduler to ensure that all Member's needs were met efficiently.

## Deputy Scheduler

January 2011 - July 2013 (2 years 7 months)

Washington, D.C.

- Processed all incoming scheduling requests. Answered all event invitations and meeting requests, connecting constituents appropriate legislative and casework staff in a timely manner.
- Executed all domestic and international travel planning for the Senator, works with staff to facilitate local travel within the state and Senate Select Intelligence Committee staff on Congressional Delegation (CODEL) trips.
- Compiled and assembled all background materials for meetings and events.

## Assistant to the Chief of Staff/Legislative Correspondent

July 2010 - December 2010 (6 months)

Washington, DC

- Drafted responses to constituent mail, addressing both individual constituent concerns and high volume campaigns on issues of governmental affairs, ethics, the arts, campaign finance reform and lobbying.
- Directly supported the Chief of Staff, including scheduling meetings with elected officials and staff, drafting letters of recommendation for past employees and interns. Managed the Washington, D.C. office internship program.
- Organized weekly breakfasts for Senator Feinstein to address over 200 constituents on legislative of importance to Californians.

## DC Government

Outreach and Services Specialist - Ward 6

March 2010 - July 2010 (5 months)

- Acted as chief liaison between Mayor Adrian M. Fenty, city agency directors and constituents of Ward 6. Directly advised the Mayor on critical issues concerning Ward 6. Played a leadership role in developing and implementing effective solutions to community problems.
- Served as point advance staff, for all Ward 6 events including community meetings, neighborhood association events, press conferences and school commencement ceremonies. Coordinated all logistics for the Mayor's arrival and aided in keeping the Mayor on task within event agenda timelines. Provided all onsite support, worked with event organizers to facilitate appearances, meet and greets, and speeches.
- Coordinated weekly cleanup efforts of city agencies such as Department of Public Works, Department of Consumer and Regulatory Affairs, District Department of Transportation and Department of Health to target blighted areas and improve community life.

Morgan Stanley Smith Barney  
Global Wealth Management Intern  
September 2008 - May 2009 (9 months)

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## Education

New York University  
Bachelor of Arts, Politics · (2005 - 2009)