

Keigo O'Haru

(b)(6)

CAREER OBJECTIVE

Seeking a position where I can harness my communication, leadership, and problem-solving skills to contribute to my country and community by proceeding to obtain experience and refine my competencies

CORE COMPETENCIES

Communication · Team Building & Leadership · Stamina · Multicultural
Trustworthiness & Ethics · Resource Management · Organizational Skills
Adaptability · Problem-Solving · Flexibility · Curiosity

WORK EXPERIENCE

Joe Biden Readiness Project Team

Chicago, IL

Appointments Team, Operations Assistant

November 2020 – January 2021

- Worked in a close-knit team to build a seamless and efficient onboarding process for priority day-one appointees. Initially, my main responsibility was to pitch ideas and to improve the foundation of the onboarding process. This process was already being developed prior to me joining the onboarding team, and needed to be successfully integrated with a specific recruiting program. After it was finalized and accepted by leadership, we implemented and oversaw the onboarding system. Afterwards, I oversaw running the mid-section of the onboarding process, which entailed receiving approval for candidates from Leadership decision meetings, and upon confirmation with the checks and balances we have placed, directed candidates to respective Personnel Liaisons and new hires of the White House Liaisons to prepare each of the appointees for their 1/20/2021 start.
- My mid-section team that I managed and coordinated was comprised of 5 staff and volunteers. I lead the day with morning meetings to discuss the schedule and daily plan. Our responsibility was to successfully operate the onboarding process to draft and send conditional offers to over 1200 appointees in various agencies and Executive Office of the President (OMB, USTR, OSTP), averaging over 100 offers per day in the last week before inauguration day.
- Throughout my work on the Appointments team, I acted as a confidential assistant to the Process Lead. As an assistant I took the initiative to generate presentation content, draft meeting minutes and staff-wide memos to ensure proper documentation and communication with our counterparts and leadership. My team and I also covered the analysis of over 10 agency clusters' offer progress and presented findings to leadership to continuously improve in hopes of building a tighter and far more efficient onboarding process to reach our historic goal of 1,200 appointees ready on day one. I was also in charge of creating a master spreadsheet tracker to ensure efficient operations and to pass along essential appointee hires and status to the new Presidential Personnel Office. Learning and fully utilizing the recruiting software imbedded in our appointments team was necessary, so I became proficient with the system within two weeks of adoption and acted to provide all necessary relevant functions to ensure optimal appointment timelines.

Biden For President, National HQ

Philadelphia, PA

Volunteer Coordinator, Internship & Fellowship Coordinator

June 2019 – Present

- My primary responsibility was to create and build a National HQ's volunteer program. When I joined in the early stages of the campaign, HQ needed support building out an Internship / Fellowship program. Leadership's priority was to build out an inclusive and diverse program that would assist national departments. I was assigned to spearhead the HQ Internship / Fellowship program. Within the first 2 months, I successfully coordinated and on-boarded 23 interns and 25 fellows, valuing and promoting racial equity. My-self and the Assistant to the Campaign Manager hosted and organized the welcome / onboarding seminar with all interns and fellows. I also took the initiative to host bi-weekly and monthly career growth events with campaign leadership including events with Campaign Manager

Greg Shultz, Chief of Staff Zeppa Kreager, and Senior Advisor Simone Sanders. Additionally, we hosted monthly HQ lunch events for interns and fellows to have the opportunity to meet national department staff. After kickstarting the new program, I transitioned to my official role as Volunteer coordinator to begin and manage the HQ volunteer program.

- By the end of March 2020, we expanded the volunteer office, and the volunteer program I was responsible for recruited and registered 926 HQ volunteers. Our initiatives covered and owned various projects, which included hosting and organizing 4 surrogate & HQ campaign events, fundraising in the NE sector mainly focusing on DE and PA, collecting ballot signatures in PA for the final stretch needed to reach the requirement for ballot access, Delegate ballot chase for the Democratic Convention confirming 1,240 delegates, supporting compliance, general voter outreach, and promoting major campaign events. Also recruited and negotiated with over 63 supporter housing hosts in the city of Philadelphia all within 35 minutes of commute from Center City, to ensure housing and accommodations for over 70 staffers.
- Notably, we have had the pleasure to invite former Governor Ed Rendell with over 336 RSVP, and State Rep Malcolm Kenyatta with over 110 RSVP working closely with the National Surrogates Team.
- Created and managed a team of 15 volunteers dedicated to the ballot access initiative. Strictly in the City of Philadelphia, we collected 800 signatures in 4 days.
- Built a team of 24 volunteers under my management focusing on the delegate chase project for the Democratic National convention. Our team worked closely together and supported the National Delegates team with Bill Doerr's leadership.
- Worked closely with National Organizing Director Kurt Bagley, National Deputy Organizing Director Courtney Corbsierro, NH State Director John Laadt, IA Organizing Director to promote and crowd build for President Joe Biden and Dr. Jill Biden's events and other high priority campaign events.
- As we fought through the primaries and nomination, my team continued scaling up the volunteer program virtually throughout the general re-establishing as the 'Biden Corps' program. We then soon merged with the late help GOTV operation for the final month. I assisted and participated in hosting our training and on boarding webinars with over 3,000 Obama & Biden Alumni into key battleground states by the end of October.
- For the final week before election, I was reassigned to help build volunteer capacity for the PA Cure team. I took charge of recruiting, training, and hosting virtual phone-banks with over 700 unique volunteers with 35,000 call attempts curing 2,834 ballots.
- On 01/03/2020, I had the opportunity to design, host, and emcee the 1st HQ Campaign event in the new office in Philly with Campaign Manager Greg Schultz, COO and Senior Advisor Maju Varghese, and Deputy Organizing Director Courtney Corbisiero with 443 RSVPs. With limited resources and a budget of \$300 we were able to organize a successful event to schedule over 126 shifts in preparation of the IA caucus.
- I was also a member of the cultural committee where we focused on supporting campaign staffers' well-being and social events. Our subcommittee was given \$1,200 budget to organizing our HQ Christmas event as a treat to all our hard-working staffers. I took charge helping to budget the event and preparing all the necessary supplies needed.

Special Election for State Senate 37th District - Pam Iovino

Field Organizer

Pittsburgh, PA

February 2019 – April 2019

- I was responsible for the Northern Region of Allegheny County and executed a plan to knock 10,000 of a total of over 75,000 doors within Allegheny County.
- Recruited over 40 volunteers during the GOTV initiative. My region successfully completed three full passes of all GOTV targets totaling 5,000 doors.
- Collaborated a grassroots work operation to win an additional seat in the PA State Senate. This was at a critical time since it was the closest Democrats had gotten to winning a majority in 20 years.
- Hosted and organized 4 candidate events in crucial districts.
- Attended all monthly and weekly democratic committee meetings and spoke as representative of the campaign during each session. Upon need, inspired and brought in attendees from an adjacent county to seek additional support. Also, successfully recruited the Franklin County Dems, who were outside of the district, to further support voter outreach.

- Staffed the first and final debate night against a Republican nominee. As an assistant, I was responsible to aide our candidate Pam Iovino and provide sufficient guidance to our constituents and volunteers during the event.

Florida Midterm Election Recount 2018

Orlando, FL

Site Lead.

November 2018 – December 2018

- As Site Lead, I was responsible for managing and coordinating with 5 staffers from the recount team, training and managing volunteer representatives and legal volunteer representatives in Marion and Seminole County's Supervisor of Elections Office to validate a fair recount for Senator Bill Nelson and Agricultural Commissioner Nikki Fried.
- Ranked as a top 3 recruiter statewide for the FL Recount team.
- Helped inform and train volunteers about undervotes and overvotes to fairly assess each ballot and effectively debate each voters' rightful vote.
- Won beyond additional surplus of votes in each of the counties, which contributed to Nikki Fried's victory.

Pennsylvania Democratic Party

Williamsport, PA

Field Organizer

August 2018 – November 2018

- Was responsible for building a Democratic field operation from the ground up in the most conservative counties of PA. From negotiating and locking in on office space to expanding volunteer operations, all while working closely with the 7 counties' Democratic committees.
- Served as a liaison between statewide and local candidates across 7 counties to effectively increase midterm voter turnout in historically conservative regions throughout central and northeast PA.
- Acted as the liaison working with 5 local and 2 statewide candidates to maximize effectiveness of grassroots operations from top to bottom of the ticket.
- Coordinated cross-county campaign resources to increase Democratic candidates' reach and encourage collaboration.
- Recruited and trained 200+ volunteers to support in campaign efforts, resulting in over 100 canvassing shifts, fundraising, and training seminars conducted on election day.
- Managed 5 fellows working 25-40 hours per week to supervise efforts in high priority counties. The 5 fellows also overlooked election day field operations.

EDUCATION

PENNSYLVANIA STATE UNIVERSITY

Graduated May 2019

Bachelor of Arts in International Politics

International Relations Concentration

- Coursework: International Political Economics, Politics of Affirmative action, Comparative Governance and Institutions, Independent Studies [Research] Study on Political Assassination, International Relations Theory et al.

SKILLS, ACTIVITIES & INTERESTS

Languages: English (mother-tongue), Japanese (fluent speaker, proficient reader/writer)

Computer Skills: MS Office Applications (Word, Excel, Power Point, Outlook), Google Application (Doc, Sheets, Presentation, Gmail), Microsoft Teams software

Activities: Soccer, NBA, Traveling, Hiking, Chess, Writing poems, Music, Card Tricks