

Contact

www.linkedin.com/in/mollyopinsky
(LinkedIn)

Top Skills

Leadership
Customer Service
Social Media

Languages

Spanish (Professional Working)

Honors-Awards

Summa Cum Laude
Phi Beta Kappa

Molly Opinsky

Special Assistant to the Deputy Secretary of Commerce
Washington, District of Columbia, United States

Summary

I am a driven and agile team player, with a passion for public service and empowering women at every level of policy. I have strong communication and organizational skills, along with a keen eye for detail and enthusiasm for collaboration.

Experience

U.S. Department of Commerce
Special Assistant to the Deputy Secretary
March 2023 - Present (6 months)
Washington, District of Columbia, United States

Biden-Harris Administration Political Appointee

The White House
Advance Associate
October 2022 - March 2023 (6 months)

- Assist with planning, preparation, and execution of events for President Biden
- Communicate with the Advance Team to problem solve, adapt to event changes, and ensure an organized and calm experience for the principals
- Craft detailed directions for the President, White House staff, press, volunteers, and guests on the flow of events through creation of graphics, written briefs, and signage
- Optimize group efficiency by assisting as needed across press, site, and crowd teams with Excel lists, manual set up, volunteer coordination, and event role support

U.S. House of Representatives
1 year 3 months

Legislative Correspondent - Office of Congresswoman Rosa DeLauro
August 2022 - March 2023 (8 months)

- Craft personal notes from the Congresswoman to constituents, members, and friends

- Author and strategically plan distribution of newsletters to concisely communicate victories to over 13,000 constituents per month
- Batch and sort incoming mail in Intranet Quorum (IQ), write 6-10 constituent letters a week, research constituent letter topics, and edit intern letter drafts
- Meet with advocacy and constituent groups to listen to their priorities and communicate the Congresswoman's legislative actions

Staff Assistant - Office of Congresswoman Rosa DeLauro

January 2022 - August 2022 (8 months)

Washington, District of Columbia, United States

- Communicated with office staff to ensure the Congresswoman arrives at all meetings in a timely manner with necessary materials
- Coordinated information and material flow between Appropriations staff, Personal Office staff, and the Congresswoman
- Planned and executed event logistics including catering, setup, and cleanup for events ranging from 10-40 guests
- Managed the office internship program, including recruiting and interviewing candidates, coordinating intern duties across the team of 4-7 interns, and creating an educational and enriching experience for interns in both remote and in person formats
- Acted as office technology liaison with duties including managing all staff accounts, printers, computers, and member needs
- Served as point of contact for constituents in the D.C. office, coordinate tours, and fulfill flag requests

Blue Star Strategies, LLC

Intern

April 2021 - August 2021 (5 months)

- Conducted research and written assignments for principals, clients, and partners including briefings and presentations
- Drafted memos and materials based on attendance and reportage of internal and external meetings, hearings, and events on behalf of the firm and its clients
- Monitored news to provide relevant updates to clients
- Produced content in Spanish to meet the needs of various Latin American clients

Karen Carter Peterson for Congress

Campaign Assistant

January 2021 - April 2021 (4 months)

New Orleans, Louisiana, United States

- Created and ran the Instagram page for “Youth for KCP,” gaining over 100 followers and doubling the number of youth campaign volunteers in one month
- Increased volunteer turnout through outreach via phone, social media, and email
- Conducted canvassing and phone banking to increase voter support

The Campaign Workshop

Intern

September 2020 - December 2020 (4 months)

Washington, DC

- Boosted the company’s content using social media and preparing the weekly newsletter
- Reorganized the company’s blog content schedule
- Programmed new content into the company website using Drupal and clients’ websites using Wordpress
- Expedited content for clients by assisting with political advertisement content and analyzing the results of advertisement engagement statistics
- Collaborated with a co-intern to create podcast episode outlines for season two of “How to Win a Campaign”

Smash Strategies

Intern

June 2020 - August 2020 (3 months)

- Analyzed data and co-authored an article about the gender gap in congressional witnesses
- Assisted in developing a virtual version of UN Women’s Political Leadership & Candidate Training program for women running for office in Liberia
- Identified companies to contact about signing on to the UN Women’s Empowerment Principles

United States Studies Centre at the University of Sydney

Research Intern

July 2019 - December 2019 (6 months)

Sydney, New South Wales, Australia

- Extensively monitored and analyzed candidates in the 2020 US Democratic primary election
- Collaborated with colleagues to compile research into a clearer understanding of the current political climate in the US
- Explored specific data regarding Australian policy in a range of areas, such as abortion laws, global agricultural technology rankings and innovation

- Authored and published an article on the think tank's website about gun licensing in the US

The Tombs

Hostess

May 2019 - July 2019 (3 months)

Washington, District of Columbia, United States

- Consistently delivered professional, friendly and engaging service
- Routinely supported other areas of the restaurant as requested, including answering telephones and completing financial transactions for other staff
- Developed and maintained positive working relationships with others to reach business goals

Read Nola

Personal Assistant and Substitute Assistant Teacher

September 2018 - May 2019 (9 months)

New Orleans, Louisiana, United States

- Prepared classrooms and materials for early literacy classes for children four months to four years old
- Assisted with communication to students' parents, office administration and ordering materials
- Substituted for assistant teachers when necessary, ensuring classes run smoothly and children are engaged

Undergraduate Research

Research Assistant at Tulane University

September 2018 - January 2019 (5 months)

New Orleans, Louisiana, United States

- Contributed to research for Political Science Professor Brian Brox on the effects of early voting
- Identified, summarized and cited articles about early voting from 2013 to 2015

JCC Camp Sabra

Residential Camp Counselor

June 2018 - August 2018 (3 months)

Rocky Mount, MO

- Collaborated with a team of peers to implement safe and engaging individual and group activities for a unit of 13-14 year olds during two four-week sessions at a traditional overnight camp

- Red Cross certified Life Guard and taught sailing, kayaking and water safety to small groups and individual campers
- Honed skills in leadership, management and supervision, problem solving and conflict resolution, teamwork, program development, and communication

JCC Camp Sabra

Residential Camp Counselor & Assistant Teacher of Judaica

June 2017 - August 2017 (3 months)

Rocky Mount, MO

Worked with Director of Judaica to develop and implement high-quality, high-impact programming, teaching and running activities for 300+ campers in a variety of settings, from small group sessions to camp-wide events

J Street

Intern

May 2017 - May 2017 (1 month)

Washington, District of Columbia, United States

- Assisted the DC Political Department staff, of the pro-Israel, pro-peace lobbying and advocacy nonprofit organization, on assorted administrative, clerical, research and programmatic tasks and projects
- Shadowed J Street's lobbyists at the US Capitol

Education

Tulane University

Bachelor of Arts - BA, Political Science - Summa Cum Laude, Phi Beta

Kappa · (2017 - 2021)

University of Sydney

· (2019 - 2019)

Maret School

· (2004 - 2017)