

KINGS FLOYD

COMMUNICATIONS SPECIALIST

(b)(6)

EXPERIENCE

RESEARCHER

The White House, Office of Presidential Personnel (remote) / 2021-Present

- Vetted 60+ presidential nominees by reviewing public records, analyzing submitted documents, and assisting with interviews
- Daily analyzing and editing sensitive candidate information into concise documents for leadership briefings
- Forging connections within staff to create and identify strategies for increasing diversity and engagement
- Researching potential candidates with disabilities for potential appointments in consultation with the Office of Public Engagement, the Domestic Policy Council, and other teams within Presidential Personnel

OPERATIONS ASSISTANT

Biden-Harris Presidential Transition, Strategy and Operations (remote) / 2020-2021

- Captured candidate referrals from Members of Congress and Transition VIPs, directed two volunteers as part of this work
- Supported data entry and analytics in Greenhouse HR platform and assisting in strategic operations for hiring personnel
- Recognized issues with sourcing from the disability community, organized an outreach event with high-profile advocates to increase applicants from the disability community

COMMUNICATIONS CONSULTANT

Concepts Communications, Inc., (remote) / 2020

- Researched & reviewed information on Employer.gov & Worker.gov for user accessibility standards with U.S. Department of Labor (DOL), ensuring legal accuracy and clarity
- Outreached and collaborated on publishing and promoting Success Stories for Employer Assistance Resource Network (EARN) website and social media
- Supported and engaged staff and members of Equal Opportunity Federal workgroups on best practices for inclusive employment strategies, creating public resources for disability employment

PRIVATE ACCESS CONSULTANT

Consulting Logistics Lead, Washington DC / 2019-2020

- Consulted with social justice organizations in universal & inclusive design to create accessibility for programs and events
- Planned on-site leadership of 60+ volunteers and staff for the creation and execution of all accessibility details for Women's March January 2020, as well as promoting accessibility resources and event information
- Created in-person trainings and materials for staff and volunteers in intersectional disability etiquette, identity, and justice

CONFIDENTIAL MANAGEMENT ASSISTANT

Equal Employment Opportunity Commission, Office of Commissioner Burrows, Washington DC / 2018-2019

- Supported Commissioner Burrows, staff, and mission of the agency to ensure equal and inclusive employment for all
- Developed 10 detailed plans for advance logistics, researching relevant context in consultation with the Commissioner, staff
- Coordinated meeting details and agendas for Commissioner, staff and various working groups nationwide

YOUTH TRANSITION FELLOW

National Council on Independent Living, Washington, DC / 2016-2017

- Developed and implemented national curriculum used in 400 Centers for Independent Living
- Wrote speeches and presented at multiple conferences of 5,000+ people
- Creatively awarded \$20,000 for scholarships and grant funding, allowing the most youth participants ever that year

EDUCATION / RECOGNITION

BACHELOR OF ARTS - **High Point University**, 2016 - English Major, focused on Disability Studies & Education, Sigma Tau Delta Honors Society

YOUTH LEADERSHIP AWARD - **National LGBT Task Force**, 2018

VOLUNTEER, Co-Chair - **DC Metro ADAPT**, 2018-2020

Creative Problem-Solving / Writing & Editing / Public Speaking / Event Organizing / Logistics Coordination