

- April - May 2021 Interim Director of Scheduling, **Office of Senator Kirsten Gillibrand**
- Built and oversaw the Senator's daily schedule from start to finish.
 - Tracked and shared pertinent scheduling updates with the Senator and staff and made sure changes were reflected on the calendar in real time.
 - Collaborated with senior staff to develop short and long term scheduling goals and completed press and political commitments.
 - Compiled and maintained a database of daily schedules, two-week lookaheads and long term schedules.
- May 2020 - Present Deputy Scheduler, **Office of Senator Kirsten Gillibrand**
- Remotely supported the Director of Scheduling with daily scheduling logistics.
 - Monitored and processed all incoming invitations and event requests in a timely manner
 - Ensured the Senator received pertinent information regarding floor votes.
 - Organized and arranged all travel logistics for the Senator's travel around D.C. and New York.
- 2019 - Mar. 2020 Surrogate Scheduler, **Pete for America**
- Created surrogate scheduling processes, including developing planning documents, independent trackers, briefings process, etc. to allow a more robust travel schedule for a myriad of surrogates.
 - Coordinated and planned trips for over 40+ national surrogates to spread candidates' messages across the country.
 - Collaborated daily with over five different departments on the campaign to help manage priorities and requests for surrogates to build successful trips.
 - Provided hands on assistance and support directly to national surrogates via email, call and text
 - Worked with the Candidate's scheduler and spouse scheduler to ensure cohesive planning when surrogates are on the ground with the package
- May - Oct. 2019 Scheduling Assistant, **Pete for America**
- Drafted the candidate's nightly schedule and provided support to the briefings team to ensure that the Candidate received all pertinent information.
 - Organized, managed and gave input on to national scheduling invitations for the candidate and coordinated with other departments to ensure timely response.
 - Created trip planning documents and calls ahead of candidate's travels.
- Summer 2018 Scheduling Intern, **The Office of Barack and Michelle Obama**
- Organized and updated incoming requests to President Obama for upcoming speaking engagements.
 - Worked as part of a team coordinating President Obama's travel itinerary.
 - Drafted President Obama's daily and monthly schedules, including fielding, organizing, responding to 30 scheduling requests per week.
 - Designed and managed a database of President Obama's travel logs from 2007 to the present day.
 - Contributed to a long-term project by reading and logging 2500+ pieces of correspondence from an archival system sent to President Obama during his presidency.
- 2019 Trainee, **Advance Camp**
- 2017 - 2019 Vice President of Student Engagement, **Detroit Entrepreneurship Network.**
- A mentorship program for high school students in Detroit that teaches them about launching a startup.
- 2017 - 2019 Member, **College Democrats**
- 2017 - Fall 2018 Researcher and Editor, **Political Science and Complex Systems Research Group**
- Assisted with Political Science team on writing, editing and researching for our paper, *How Rankings Go Wrong: Structural Bias in Common Ranking Systems Viewed as Complex Systems*

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University of Michigan, Ann Arbor, MI. **B.A. Political Science.**

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