

LANDON BAILEY

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PROFESSIONAL EXPERIENCE

Office of U.S. Representative Lauren Underwood

March 2020 – Present

Director of Scheduling, Washington, D.C.

- Managed over 300 meeting requests and event requests for the Congresswoman and staff in Representative Underwood's Washington, D.C., and District Offices.
- Serves as the Congresswoman's liaison for Washington, D.C., and Illinois district meetings with business CEO's, high-ranking government officials, Members of Congress, and House Committees.
- Conducts administrative functions related directly to the Congresswoman and staff that include special projects, travel arrangements, organizing calendars, creating reports, and managing contacts..
- Briefs a 20-member staff daily about the Congresswoman's staff meetings, briefings, media requests, events, and whereabouts.

Biden for President

Volunteer, South Carolina

February 2020

- Knocked on 600 doors encouraging people to support Joe Biden and to participate in the 2020 election
- Called 250 people to inform them on polling locations and to set up potential election day transportation services

Office of U.S. Senator, Thomas R. Carper

May 2017– March 2020

Executive Assistant & Deputy Scheduler, Washington, D.C.

- Assisted with scheduling and meeting requests for the Senator and Senate staff in the Washington, D.C. Office, the Senate Environment and Public Work Committee, and the Senate Permanent Subcommittee on Investigations.
- Served as Senator Carper's liaison and briefed him before all Washington, D.C. and Delaware meetings with business CEO's, high-ranking government officials, community stakeholders, and Members of Congress.
- Prioritized the Senator's daily logistics to maximize the use of time to accomplish legislative goals, and briefed a 75-member Senate staff regarding his daily materials and whereabouts.

Personal Aide, Wilmington, DE

- Developed strategic plans to streamline the Senator's daily tasks, correspondence, and schedule.
- Assisted state staff of 16 with high-priority statewide projects focused on the environment, education, and economics.
- Established, planned, and strategically implemented the Senator's Delaware transportation.

Staff Assistant & Internship Coordinator, Wilmington, DE

- Supported staff in 3 Delaware offices on administrative and legislative duties.
- Designed and managed a competitive internship program and supervised 28 interns.
- Interacted with constituents and managed their cases regarding state matters. This resulted in over 15 successfully resolved cases.

Office of U.S. Senator Christopher A. Coons *Intern, Wilmington, DE*

January 2017– May 2017

- Researched legislation, monitored local news outlets, participated in job fairs and attended town hall meetings.

Friends for John C. Carney *Intern, Wilmington, DE*

June 2016 – Nov. 2016

- Phone banking, canvassing, fundraising, event planning, communications, community outreach, and social media.

EDUCATION

Wilmington University, New Castle, Delaware

Masters of Public Administration, Expected Graduation Date: December 2021

Delaware State University, Dover, Delaware

Bachelor of Arts, Political Science, May 2017