

Kristin Slevin

(b) (6)

EDUCATION

Master's Degree, Management & Leadership

WGU Indiana

June 2016

Bachelor's Degree, Public Relations

Ball State University

May 2013

WORK EXPERIENCE

U.S. Senate, Office of Elizabeth Warren

MA Scheduler / Mar 2020-Present

- Created and managed the Principal's daily schedule and priorities in Massachusetts
- Conducted strategic planning sessions to determine how to use the Principal's time to engage and support to communities most impacted by COVID-19
- Managed and tracked all incoming scheduling requests
- Remotely staffed the Principal during pandemic lockdown
- Contributed to the restructuring and development of the statewide staff during the COVID-19 pandemic to ensure a highly-functioning, healthy team
- Managed the Scheduling and Special Projects Coordinator

Warren for President

Deputy Director of National Scheduling / Dec 2018-Mar 2020

- Created and managed the Candidate's daily schedule, trips and priorities by working cross-departmentally and with external stakeholders, including over 150 early state events and events in 30 states across the country.
- Coordinated and attended strategy meetings to set the Candidate's schedule as well as how the chosen events would be executed, including GOTV in early states, the days surrounding and including all Democratic Presidential Primary Debates and messaging trips to accompany plan rollouts
- Cultivated thoughtful and impactful messaging tours to reach targeted audiences to amplify a policy plan, including but not limited to: a red state swing to address the Opioid Epidemic, a Southern state swing about the importance of Black voters and a 20,000 person rally in NYC regarding corruption in Washington, D.C.
- Managed logistics and format for presidential debates, media appearances and forums for the Candidate by working directly with partners at the DNC, state parties, CNN, MSNBC, ABC, The Late Show with Stephen Colbert and others
- Supervised and consulted with a team of 20+ advance associates in their execution of

- events to obtain the campaign's vision for the event and Candidate's preferences
- Served as liaison between national headquarters, state staff and advance staff by supervising and organizing logistics for national trips as it related to event messaging, production and program
- Prepared and coordinated daily briefings and memos for the Candidate in collaboration with state, political and communications teams
- Traveled with the Candidate to assist in staffing and advancing events, as well as to provide on-site execution and planning of the schedule
- Managed the Scheduling Associate as well as the Travel Desk Manager

Elizabeth for Massachusetts

Operations Director / Jun 2018-Dec 2018

- Supervised and assisted with advance activities for statewide principal events
- Advanced and staffed Candidate events across the state
- Managed all human resources functions, including but not limited to: payroll, hiring, training, onboarding and employee relations
- Scouted spaces and secured leases for office spaces across the state
- Managed an Operations Associate
- Coordinated and executed ad shoots for the campaign's TV ads including venue scouting, advance, day of staffing and coordination with the production crew
- Negotiated and executed contracts with external vendors
- Created and executed a budget for the campaign's Get Out the Vote program
- Acted as the primary liaison between the organization and its compliance and legal firms
- Provided confidential issue resolution for campaign staff while working with various levels of management
- Managed the schedules of the campaign's Campaign Manager, Chief of Staff and Senior Advisor

Elizabeth for Massachusetts

Deputy Field Director / Jan 2018-Jun 2018

- Created the strategy and execution plan for a statewide organizing program
- Managed a team of six Regional Directors and 20 Field Organizers
- Implemented the organizing training program and managed the hiring two hiring waves of field organizers

Barbara Lee Family Foundation & Political Office

Program Associate / Feb 2017-Jan 2018

- Tracked, researched, and interviewed candidates running for U.S. Senate, Governor and other elected offices to determine viability and make recommendations for contribution requests
- Planned and executed a training conference for women interested in running for federal or statewide office, including but not limited to: speaker and participant recruitment and scheduling, conference agenda and materials, venue contracts and logistics, and set up and production
- Produced political landscape analysis for candidates running for office
- Managed political fundraising and call time on behalf of a Democratic super donor

- Served as a spokesperson for the office's research rollouts at relevant conferences and events

Hillary for America

Field Organizer May 2016-Nov 2016

- Recruited volunteers for grassroots and GOTV advocacy activities and surrogate events.
- Managed a team of over 100 volunteer leaders and interns

WGU Indiana

PR Manager / Aug 2013-May 2016

- Developed and executed public relations campaigns to inform and excite stakeholders and recruit students
- Served as a media spokesperson for the university
- Planned and executed the university's annual commencement by managing venue logistics and contracts, speaker recruitment and schedules, the theme and branding of the event, set up and production and run of show.
- Managed communications interns