

# Erin Lunsford

(b)(6)

## OBJECTIVE

Results-oriented, strategic thinker, and admin professional driven to advance U.S. public policy and non-profit impact utilizing foundational skills in public policy and operational management. Currently seeking a career with an emphasis on community outreach, economic development, national security, public policy and/or business managements and operations. Experience includes working in government settings at both the state and federal level.

## PROFESSIONAL EXPERIENCE

<b>Deputy Scheduler</b>	<b>U.S. Senate (D-AZ), Washington, D.C.</b>	November 2020 – Present
<i>Personal Management and Communication</i>	<ul style="list-style-type: none"><li>Maintain and communicate the Senator's professional schedule within the office to ensure efficient support of the Senator in pursuit of her strategic goals by office personnel.</li></ul>	
<i>Data Collection &amp; Presentation</i>	<ul style="list-style-type: none"><li>Collect, manage, and distribute federal and state level scheduling requests amongst the appropriate personnel.</li></ul>	
<i>Executive Briefing</i>	<ul style="list-style-type: none"><li>Produce daily reports for Senior Staff to include upcoming travel, timelines and pending meeting requests for the Senator and Senior Staff.</li></ul>	
<i>Strategic Planning and Implementation</i>	<ul style="list-style-type: none"><li>Managed the logistics of professional travel arrangements for the Senator and accompanying Senior Staff.</li></ul>	
<b>Staff Assistant</b>	<b>U.S. Senate (D-AZ), Washington, D.C.</b>	August 2019 – November 2020
<i>Program Management</i>	<ul style="list-style-type: none"><li>Curated a comprehensive internship program including their daily responsibilities and projects with additional involvement of the hiring and daily management of interns.</li></ul>	
<i>Executive Correspondence</i>	<ul style="list-style-type: none"><li>Served as a primary liaison for constituent concerns and questions across email, phone and in person mediums and tracked their opinions using an office database.</li></ul>	
<i>Strategic Planning and Operational Management</i>	<ul style="list-style-type: none"><li>Facilitated operational logistics to include stakeholder meetings, visitor and staff requests, and capitol tours.</li></ul>	
<b>Vice President,</b>		
<b>Research Analyst</b>	<b>The Lunsford Group LLC, Phoenix, AZ</b>	January 2017 – January 2019
<i>Research &amp; Analysis</i>	<ul style="list-style-type: none"><li>Researched and analyzed proposed legislation for municipal and non-profit clients: City of Buckeye and Arizona Conference of Police and Sheriffs (AZCOPS) to communicate clients' position on legislation to legislators, legislative staff, and other stakeholders.</li></ul>	
<i>Data Collection &amp; Presentation</i>	<ul style="list-style-type: none"><li>Collected and evaluated data related to relevant topics and legislation and represented clients at committee hearings and stakeholder meetings.</li></ul>	
<i>On-line Client Promotion</i>	<ul style="list-style-type: none"><li>Recommended clients' positions on relevant bills heard in committee.</li></ul>	
<i>Compliance Reporting</i>	<ul style="list-style-type: none"><li>Drafted reports for AZCOPS' and the City of Buckeyes' weekly policy and legislative updates.</li></ul>	
<b>Assistant to President/CEO</b>	<b>Phoenix Sister Cities, Phoenix, AZ</b>	August 2018 – December 2018
<i>Cultural Training</i>	<ul style="list-style-type: none"><li>Assisted in protocol delivery between international delegations and Phoenix City Mayor's Office.</li></ul>	
<i>Research &amp; Analysis</i>	<ul style="list-style-type: none"><li>Researched topics of interest of Phoenix Sister Cities President and Executive Board.</li></ul>	
<i>Recruitment and Training</i>	<ul style="list-style-type: none"><li>Managed all aspects of recruitment/onboarding for Phoenix Sister Cities Internship program.</li></ul>	
<i>Publication Design</i>	<ul style="list-style-type: none"><li>Developed collateral materials for fundraising and marketing.</li></ul>	
<b>Political Assistant and Volunteer Coordinator</b>	<b>Ann Kirkpatrick for U.S. Senate, Tempe AZ</b>	Sept 2016 – Nov 2016
<i>Marketing Communication (MARCOM) &amp; Event Management</i>	<ul style="list-style-type: none"><li>Provided direct and independent support for activities including research, television commercial logistics, event planning coordination, outreach, and drafting briefing memos, reporting directly to the Political Director that resulted in promotion due to competence and work ethic.</li></ul>	
<i>Volunteer Management</i>	<ul style="list-style-type: none"><li>Expanded the number of volunteers for the Kirkpatrick campaign through efficient recruitment, organization, and management.</li></ul>	

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## PROFESSIONAL EXPERIENCE - Continued

<b>Campaign Fellow</b>	<b>Ann Kirkpatrick for U.S. Senate, Tempe AZ</b>	July 2016 – August 2016
<i>Strategic Planning &amp; Implementation</i>	<ul style="list-style-type: none"><li>Planned political events, conducted research, and coordinated constituent outreach for the campaign as an Aide the Political Director to improve the Congresswoman's presence and outreach.</li></ul>	
<b>Democrat Policy Intern</b>	<b>Arizona State Legislature, Phoenix AZ</b>	Intern – January 2016 – May 2016
<i>Political Research</i>	<ul style="list-style-type: none"><li>Conducted research for Democrat staff in the Arizona House of Representatives and selected to staff the Ways and Means and Appropriations committees.</li></ul>	
<i>Executive Briefing</i>	<ul style="list-style-type: none"><li>Briefed Representatives on current legislation to prepare them for committees.</li></ul>	
<i>Stakeholder Outreach</i>	<ul style="list-style-type: none"><li>Contacted stakeholders to evaluate legislation on tax related and appropriation issues.</li></ul>	
<b>Foreign Affairs and Trade Intern</b>	<b>Congresswoman Sinema (D-AZ), Washington DC</b>	Intern – January 2015 – May 2015
<i>Research and Analysis</i>	<ul style="list-style-type: none"><li>Conducted research based on foreign policy and trade that was of interest to Arizona.</li></ul>	
<i>Research &amp; Report Writing</i>	<ul style="list-style-type: none"><li>Attended briefings and hearings regarding Foreign Policy and Trade to brief legislative staff and wrote reports on current legislation for the Congresswoman.</li></ul>	
<i>MARCOM Process Improvement</i>	<ul style="list-style-type: none"><li>Aided staff members to further develop and advance the constituent correspondence program response time and to better develop writing skills.</li></ul>	
<b>Student Ambassador</b>	<b>The McCain Institute Policy Design Studio, Tempe AZ</b>	January 2015 – May 2015
<i>Cross-cultural Collaboration</i>	<ul style="list-style-type: none"><li>Collaborated practical, hands-on foreign affairs experiences and problem-solving exercises to create policy in order to better the bilateral relationship between the U.S. and Germany.</li></ul>	
<i>International Team Engagement</i>	<ul style="list-style-type: none"><li>Participated as a major contributor with other team members of the mock U.S Embassy Team.</li></ul>	
<i>Creativity</i>	<ul style="list-style-type: none"><li>Through research, design, and class discussion created a data set relevant to foreign policy implementation with the Decision Theater visualization as a high impact tool.</li></ul>	
<b>U.S. House of Representatives</b>	<b>Congresswoman Sinema (D-AZ), Washington DC</b>	Intern – May 2014 – July 2014
<i>Leadership &amp; Management</i>	<ul style="list-style-type: none"><li>Head of the Constituent Correspondence Program assigned to manage constituent correspondence and virtual communication.</li></ul>	
<i>Ad hoc Representative</i>	<ul style="list-style-type: none"><li>Attended hearings and briefings on behalf of staff to report and to remain informed about current legislative issues.</li></ul>	
<i>Executive Correspondence</i>	<ul style="list-style-type: none"><li>Constructed memos and form letters on specific bills and legislation relevant to Arizona for the Congresswoman.</li></ul>	
<i>Research &amp; Report Development</i>	<ul style="list-style-type: none"><li>Conducted research on issues that were of importance to the Congresswoman's constituents and Arizona reported findings to my advisors.</li></ul>	

## EDUCATION

### Thunderbird School of Global Management, Glendale, Arizona

Master of Arts in Global Affairs and Management

May 2019

### Arizona State University, Tempe, AZ

Bachelor of Arts in Political Science and Global Studies

Certificates in Internal Relations and Political Entrepreneurship

May 2016

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## AWARDS AND ACCOMPLISHMENTS

- Sun Devil T-Bird Tuition Award, Arizona Graduate Scholar August 2017
- ASU McCain Institute Policy Design Program selectee October 2014
- ASU Capitol Scholars Internship Program selectee Dec 2013

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## LEADERSHIP AND ACTIVITIES

- **Thunderbird Student Government, MAGAM Academic Affairs Chair** Spring 2017-Present
- **Thunderbird Campus Ambassadors, Member** Fall 2017-Present
- **Thunderbird Student Government, MAGAM Representative** Fall 2017
- **Kappa Alpha Theta Member, Recruitment & Education Committee** Fall 2012 - May 2016

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## SKILLS

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook etc.)
- Federal Executive Communications
- Effective Workflow Management
- Cross-Cultural Communication and Customs
- Ability to manage multiple concurrent deadlines
- Ability to navigate federal network and hierarchies
- Adaptable in any work environment