

(b)(6)

PROFILE

Legislative Director for Senior Member of U.S. House of Representatives, with over eight years of experience advising on budget, health and economic policy. Extensive experience developing legislative and communications strategies for successful implementation of a policy agenda informed by experienced political instincts. Trusted, ongoing relationships with senior government officials, nonprofit organizations and political partners. Master of Public Policy, specializing in health policy with a passion for critically evaluating federal policies using qualitative and quantitative research skills.

EDUCATION

The George Washington University: Washington, D.C. June 2020
The Trachtenberg School of Public Policy and Public Administration, Master of Public Policy; Concentration in Health Policy, GPA: 3.9/4.0.

- Relevant Coursework: Regulatory Comment Clinic, Population Health, Public Health & Health Reform, Medicare/Medicaid Law & Policy, Pharmaceutical Policy, Emerging Health Policy Issues in Health Care Finance, Comparative Global Health Systems, US Health Care Politics & Policy, Econometrics for Policy Research, Microeconomics for Public Policy, Public Budgeting, Revenue & Expenditures, and Public & Nonprofit Program Evaluation.
- Projects: STD Prevention, Treatment & Control Activities Analysis of Fiscal Year 2017 and Fiscal Year 2018 Federal Funding prepared for the National Academy of Public Administration; Public Interest Comment on the Pipelines and Hazardous Materials Administration's Proposed Rule "Pipeline Safety: Valve Installation and Minimum Rupture Detection Standards".
- Honors: Member of Pi Alpha Alpha Honor Society

The University of Wisconsin-Madison: Madison, WI May 2012
Bachelor of Arts Double Major in Political Science and Sociology; Certificate in African Studies; 3.4/4.0

- Relevant Coursework: Law, Politics and Sociology, The Development of Public Health in America, Introduction to Political Theory, American Foreign Policy, Language & Social Interaction and Statistics for Sociologists.
- Honors: Graduated with Honors in Department of Liberal Arts

Professional Experience

Office of Congressman Mark Pocan: Washington, D.C. October 2019- Present
Legislative Director

1421 Longworth House Office Building, Washington, D.C. 20515

45+ hours/week; Salary: (b)(6) annually, Supervisor: Chief of Staff, Glenn Wavrunek, (b)(6)

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LEGISLATIVE STRATEGY, ANALYSIS AND RESEARCH RESPONSIBILITIES: Provide comprehensive strategic guidance to Member and legislative staff on policy, political and operational needs; research and draft legislation and policy materials, write floor remarks and vote recommendations, and develop and execute legislative strategies. Coordinate with relevant policy stakeholders to assess importance and support for legislative products.

- Evaluate economic, political and policy impacts of legislation and policy positions for Congressman's role as co-chair of the Congressional Progressive Caucus.
- Introduce over ten pieces of legislation relevant to Education, Health, Foreign Affairs and Defense policy.
- Direct and manage Member's work for the Appropriations Committee relevant to the Subcommittees on Labor, Health and Human Services, and Education, State and Foreign Operations and Defense. Secured over \$80 million for Congressman's district annually. Contribute to the Member's work on the Subcommittee on Agriculture and Food and Drug Administration.
- Successfully pass multiple amendments to House Appropriations bills and the National Defense Authorization Act.
- Develop and draft policy memos and talking points to circulate to other Congressional offices, the public and the press.
- Represented the Congressman in Taiwan on a Mutual Education and Cultural Exchange (MECEA) trip, in Colombia with the Inter-American Foundation (IAF) and in Israel with a human rights non-profit.
- Assist businesses, universities, and organizations in the Congressman's district by reviewing and evaluating Congressional legislation and regulatory changes at the Executive branch to determine impact on these entities. Advocate for necessary changes, if relevant, by meeting with federal agencies, drafting formal letters to federal agencies and questioning members of federal agencies in Committee hearings.
- Founding member of Democratic Health Policy Staff Group, provide health policy information to all members of the Democratic Caucus. Briefing groups ranging from 25 to 75 staff weekly.

MANAGEMENT RESPONSIBILITIES: Supervise and manage three legislative staff members. Providing constructive feedback on legislative initiatives. Participate in and make hiring recommendations for the Congressman. Track the status of the staff's legislative work and update the Member and Chief of Staff.

Office of Congressman Mark Pocan: Washington, D.C.

Senior Legislative Assistant

December 2017- September 2019

Legislative Assistant

June 2015 – December 2017

1421 Longworth House Office Building, Washington, D.C. 20515

40+ hours/week; Salary: (b)(6) annually, Supervisor: Chief of Staff, Glenn Wavrunek, (b)(6)

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POLICY RESEARCH AND LEGISLATIVE RESPONSIBILITIES: Draft and research legislation and policy materials, write floor remarks and craft talking points, develop and execute legislative strategies, and coordinate with relevant stakeholders. Policy Portfolio: budget, health, veterans' affairs, foreign affairs and defense.

- Organize, draft and execute two Congressional Progressive Caucus (CPC) Annual federal budget alternatives for Fiscal Year 2017 and Fiscal Year 2018 pursuant to Member's responsibility as co-chair of the CPC. Authored, researched, analyzed fifty-page federal budget summaries and coordinated with Economic Policy Institute and Budget Committee staff to develop the final written and legislative budget document. Provided briefings to the 97 Member Caucus and offices on the budget.
- Direct Member's Appropriations Committee work for the Subcommittee on Labor, Health and Human Services and Education, Veterans Affairs and State and Foreign Operations. Draft report language, programmatic funding requests and bill language.
- Read and analyze presidential federal budgets for Congressman's priorities.

- Represent the Congressman in meetings with constituents, advocacy groups, and other organizations.

Office of Congressman Mark Pocan: Washington, D.C.

January 2013-December 2014

Legislative Correspondent

1421 Longworth House Office Building, Washington, D.C. 20515

40 hours/week; Salary: (b)(6) annually, Supervisor: Chief of Staff, Glenn Wavrunek, (b)(6)

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POLICY RESEARCH AND LEGISLATIVE RESPONSIBILITIES: Assisted senior staff with health care and foreign policy legislative priorities. Researched legislation and federal regulations, prepared policy memos for senior staff to use in policy strategy formation.

- Conducted legislative, issue-specific, technical and general research by using traditional bill tracking methods including LOC-Thomas, Federal Register, and following developments within committees and federal agencies.

ADMINISTRATIVE RESPONSIBILITIES: Created and managed constituent correspondence program. Assisted in transition and organization of Freshman Congressional office.

- Managed 600-1,500 incoming and outgoing written correspondence including traditional mail, email and faxes per week by sorting and assigning incoming correspondence, and disseminated outgoing mail.
- Drafted and edited over 2,000 constituent letters on large range of policy subjects.
- Coordinated transition from outgoing member to new member including overlapping constituent casework and correspondence.

Office of Congresswoman Tammy Baldwin: Washington, D.C.

September 2012-December 2012

Staff Assistant

Rayburn House Office Building, Washington, D.C. 20515

40 hours/week; Salary: (b)(6) annually, Supervisor: Chief of Staff, Bill Murat, contact me first.

ORAL AND WRITTEN COMMUNICATION: Conducted and coordinated tours of the capitol and other DC sites and provided administrative and research support to staff members.

- Wrote hundreds of tour itineraries and comprehensive summaries of places of interests for constituents.
- Communicated and coordinated with veterans and constituents requesting flags flown above the capitol.

ADMINISTRATIVE: Directed phone calls, escorted special guests and VIPs, trained and managed 4 interns working on legislative and administrative tasks for staff.

Additional Qualifications

PUBLIC SPEAKING EXPERIENCE

- George Washington University School of Public Health Student Association “Hustle to the Hill” Panel, October 2018
- Churches for Middle East Peace Advocacy Summit Congressional Staff Panel, June 2018
- University of Madison-Wisconsin, African Studies Department Career Panel, October 2017

COMPUTER SKILLS:

- Legislative Research: Congressional Record, Federal Budgets, Appropriations Reports, Library of Congress-Congressional Research Service, Federal Register.
- Statistical Software: SPSS
- Microsoft Word, Excel and Powerpoint
- Mail Management: Intranet Quorum

POLITICAL EXPERIENCE:

- **Joe Biden for President, Policy Planning Committee** *May-August 2020*
- **Angie Craig for Congress Political and Field Volunteer** *October 2016-November 2016*
- **Annie Kuster for Congress Communications and Field Volunteer** *October 2014-November 2014*
- **Mark Pocan for Congress Field Organizer** *June 2012-September 2012*
- **Democratic Party of Wisconsin Finance Staff** *April 2012- June 2012*

PROFESSIONAL TRAINING:

- Postsecondary National Policy Institute Higher Education Opportunity Act Bootcamp, June 2019
- Center for National Policy Deane and Paul Schatz Security Scholars, Spring 2014