

- Met with constituents, such as tribal leaders, organizations, and agency leaders on issues within the Native American Affairs portfolio and collaborated on solutions and policy integration.
- Collaborated with the President's and First Lady's speech writers on the themes of their speeches in Indian Country and helped edit, revise, and suggest talking points for these speeches.
- Produced briefing papers, talking points, fact sheets and other information documents on topical issues in the Native American Affairs portfolio.
- Provided briefings to Senior Officials in the White House, including the President's Chief of Staff.
- Collaborated with White House Cabinet Affairs and Intergovernmental Affairs offices to plan and carry out the White House Convening on "Creating Opportunity for Native American Youth", and the White House Tribal Youth Gathering.

U.S. Department of the Interior, Office of the Secretary,**Office of Congressional and Legislative Affairs****September 2014-February 20, 2017***Presidential Management Fellow, Legislative Affairs Specialist/Attorney-Indian Affairs Portfolio*

Supervisors: Christopher Salotti, Legislative Counsel and Pamela Barkin, Assistant Legislative Counsel

GS-301-14/108,887 per annum

- Monitor congressional initiatives and active legislation impacting the Department's mission.
- Assists in the overall preparation and clearance of testimony for the Secretary and senior level officials.
- Track initiatives from early developmental stages through the entire legislative process including coordination of legislative initiatives with congressional committees, Office of Management and Budget and White House Staff.
- Supports post-hearing activity, reviewing transcripts, coordinating responses to the questions for the record, and following up with professional staff.
- Research and provide reports on substantive issues to disseminate in Department.
- Provide assistance to attorneys and top-level administrative personnel in the analysis and interpretation of various Federal and State laws, orders, rules, and regulations relating to issues of the Department.
- Consults and interacts with congressional staff members to obtain and clarify legislative information and member positions.

Various Legal Experiences in Law School.*Student Attorney, Law Clerk, Research Assistant, Teaching Assistant*

Specific Positions and Supervisors can be provided upon request

(b)(6)

Americans for Indian Opportunity, Albuquerque, New Mexico**August 2010- August 2011***Director of Organizational Advancement & Youth Initiatives*

Supervisor: Laura Harris, Executive Director

- Researched indigenous models of education and teaching methods.
- Drafted curriculum for 6th-12th grade indigenous leadership program.
- Collaborated with community school on developing a comprehensive leadership model for their school based on the premier AIO indigenous model.
- Met with stakeholders regarding models of community based education and developed best practices for leadership curriculum.
- Wrote and applied for grants for funding youth-based leadership curriculum.

Native American Community Academy, Albuquerque, New Mexico**February 2005- August 2010***Co-Founder & Dean of Students*

Supervisor: Kara Bobroff, Principal