

# Ahmad J. Ramadan

## Professional Experience

### United States House of Representatives – Office of Congresswoman Debbie Dingell

*Constituent Services Representative & Grant Manager*

*December 2018- Present*

- Served as a link between constituents and the Congresswoman — ensuring the concerns of the people are heard and directed to the proper Federal Agency that can further assist with their concern.
- Facilitated hundreds of meetings with constituents, specifically at places of worship and schools on behalf of the Principal as part of a "listening tour" effort I led.
- Used comparative research methods to compare legislation proposed in Congress and seek to find ways to on the impact of proposals to the congressional district.
- Drafted policy recommendation on an array of legislative packages being presented on the house floor. Most notably worked on a bill package that was seeking to combat drunk driving.
- Worked with the policy and communications department to ensure that our constituents were receiving the proper information regarding the Principal's policies and announcements.
- Developed relationships with various public officials and implemented all public policies to achieve Principal's objectives.
- Worked with the communications team to draft social media and press releases on Arab American related matters, as well as, International Affairs, IRS, Dept. of Labor, and SSA.
- Developed an internal system to document and assist constituents with issues regarding Unemployment and LEO.
- Worked with legislative team to draft legislation and letters and the direction of the Principal. This included leading letters to the United Nations, Federal Agencies, White House, and other departments.
- Coordinated with various departments and colleagues and provide inputs to various local and state officials. Facilitated strategies at the direction of Principal and maintained good relations with various local and state officials. This is in addition to providing operational support to all legislative processes and objectives.
- Tracked the member's personal legislation, by working to promote passage and building a coalition of support. This includes legislation on PFAS, Water Shutoffs, and support for a Two-State Solution between Israel and Palestine.
- Assisted in further advancing the Principal's coalition of support in Congress, by building relationships with multiple Members as well as staff. This includes recently reaching out to Congressional offices for the launch of The Labor Caucus.
- Worked closely with local, federal departments and officials, Congress, employee employer associations, foreign government officials, nongovernmental organizations, and nonprofit organizations. Some of these organizations include AFT, MEA, ACCESS, and Taxpayer Advocate Service.
- Led and organized multiple events at the direction of the Principal. This includes creating and planning the Annual Congresswoman Dingell Iftar, hosting events, and inviting other members or celebrities to the district.
- Regularly advised Principal and legislative staff on any pertinent constituent concerns and issues in the district. Created an internal communications plan that prepared weekly reports for staff and Principal on any pertinent district activities and issue areas.
- Conveying Principal's positions and answering all constituents' inquiries that concern legislation by drafting letters and emails, making telephone calls, and participating in face-to-face meetings.
- Managed casework for 623 constituents with issues pertaining to the Internal Revenue Service, Social Security Administration and Department of Labor. This casework resulted in constituents receiving over \$1.8 million dollars back.
- Attended events and meetings with the Principal, as well as briefing Member beforehand on important contacts and issues.
- Provided information on Grants available to constituents and provided Letters of Support in applications. Assisted in supporting hundreds of applications and resulted in \$10 million dollars in grants to the district.

## **Biden for President**

*Michigan Deputy Coalitions Director*

*August 2020- November 2020*

- Managed a team of two fellows, 25 volunteers, and 300 stakeholders in Michigan. Provided daily updates and tasks to all individuals managed.
- Created an Arab American Advisory Council, Muslim American Advisory Council, and a Chaldean/Assyrian Advisory Council, and facilitated meetings every week to ensure they remained informed.
- Coordinated and communicated with all campaign departments to ensure stakeholders and Ethnic communities remain informed.
- Assisted in setting up Stakeholders and finance team for fundraising. Individuals sent over to finance team donated roughly \$100,000.
- Developed and implemented a plan to grow the Campaign's coalition building. This included facilitating bilingual trainings, stakeholder meetings, Relation organizing and translating material in multiple languages.
- Coordinated logistics with advance team, and speech writing team on Michigan trips with campaign principals, surrogates, and advisors.
- Facilitated more than 150 virtual meetings with different groups in the Arab, Muslim, Chaldean, South Asian, Armenian communities, and other Ethnic communities.
- Facilitated and organized events on specific issues that include Small Business, Foreign Policy, Economic Development, and Labor.
- Facilitated many historic events for any Presidential campaign, including the Arab LGBTQ+ event broadcasted in Lebanon.
- Helped deliver record turnout in the Arab, Muslim, and Chaldean American community. As well as winning over a large portion of the conservative Ethnic community.
- Worked with local Arab, Muslim, and Chaldean organizations to develop and execute a GOTV plan.
- Developed and implemented plan for funding to local minority organizations that helped with GOTV efforts. Provided a total of \$48,000 in funding to local organizations.
- Developed a strategy with the communications team on Ethnic community and media. This resulted in the Arab American News receiving an interview with a Vice Presidential candidate for the first time.
- Advised on setting up a Arab American landing page on the campaign website, which was the first for a Presidential Campaign.

## **Debbie Dingell for Congress Campaign**

*Senior Advisor and GOTV Director*

*February 2020- August 2020*

- Responsible for community outreach efforts where I developed an efficient strategy for the Primary election.
- Organized and planned three fundraisers totaling \$100,000 in the Arab and Muslim American community.
- Helped facilitate and coordinate endorsements of Ethnic, Labor, Arab and Environmental groups.
- Led a team of 4 staff and 20 volunteers each week who canvassed or passed out literature safely each week.
- Developed and implemented the organizing strategy in minority communities.
- Developed a GOTV plan for the campaign.
- Facilitated meetings with community leaders and key political stakeholders. This required liaising between the candidate and people of interest.
- Built a network of volunteers from minority communities; to knock on doors, make calls, send texts, and act as surrogates at religious institutions.
- Technology experience: VAN, NGP, Google Suite, Maestro Conference, Zendesk, Team App.

## **Michigan Democratic Party- Coordinated Campaign**

*Field Organizer & Arab American Outreach*

*April 2018- November 2018*

- Responsible for community outreach efforts where I developed an efficient strategy that assisted the campaign in reaching out to the Arab-American population in Michigan. The Arab American population in Michigan is estimated to be over 450,000.
- Led a team of 100 volunteers and elected slate of Democratic leaders in the State.

- Created and implemented strategies for grassroots outreach to minority communities, including: the Muslim community, the Arab community, the Chaldean community, and other communities of color.
- Maintained the highest performing field office in the state over entirety of campaign cycle, and secured Democratic victories for Governorship, Attorney General, Secretary of State, and multiple Congresswomen after the 2018 campaign cycle.
- Recruited community leaders, activists, local politicians, and religious leaders to join forces and support the candidate.
- Facilitated meetings with community leaders and key political stakeholders. This required liaising between the candidate and people of interest.
- Developed a foreign language program for texting and phone banking.
- Technology experience: VAN, NGP, Google Suite, Maestro Conference, Zendesk, Team App.
- Developed the distributed organizing strategy in minority communities. This included: phone banking, texting, email, and other methods of outreach.

**Focus: HOPE**

*VISTA Leader- AmeriCorps*

*January 2018- July 2018*

- Supported the VISTA project and general operations of the Focus: Hope Volunteer Department.
- Trained and oversaw a group of 50 volunteers and interns.
- Assisted and built capacity for professional development opportunities for VISTA members, support data collection and report building, communications, and grant writing.
- Built a communication plan for the VISTA program, including internal communications to VISTA members and supervisors, and external communications to potential members and the public.

**American Red Cross**

*Disaster Cycle Services- AmeriCorps*

*December 2016- January 2018*

- Facilitated and organized Presentations for community members on Disaster Preparedness.
- Worked on Disaster Preparedness Partnerships with Disney, DTE, and Public Schools.
- Created a program specifically to students with Autism through the Pillowcase Project with Disney.
- Helped advance the preparedness presentations to children with functional and educational needs through the American Red Cross.
- Assisted in setting up emergency shelters and provided casework assistance for people impacted by natural disasters.
- Deployed to Texas and Louisiana to assist with Hurricane Harvey Recovery operations.
- Helped manage over 100 volunteers in Texas.
- Helped manage the largest emergency shelter in Texas with a group of American Red Cross team.
- Recruited volunteers from underrepresented communities.
- Created and built an Arab American outreach strategy.
- Developed and implemented Disaster Preparedness events in the Arabic language.

**Education**

---

**Wayne State University**, Bachelor of Arts in Political Science; December 2015

- Arab Student Association leadership
- Lebanese Student Association leadership
- Muslim Students' Association member
- Political Science Students' Association member

**Qualifications**

---

- Works well under high pressure and strict timelines.

- Strong foundation in the areas of American Government and Public Administration.
- Strong leadership skills and significant management experience, managing over 300 individuals.
- Exceptional understanding of both politics as well as policy.
- Excellent in coalition building and the ability to work across party lines.
- Excellent oral and written communication skills, as well as basic research and editorial skills.
- Excellent organizational skills and able to prioritize and delegate work as needed.
- Experienced in public administration and private business.
- Demonstrated ability in designing, contracting for and managing evaluative research
- Superior organizational and analytical skills.
- Exceptional experience with public engagement, communicating, and selling complex policy ideas.
- Excellent Arabic and French proficiency.
- Volunteered in Lebanon with local Nongovernmental organizations providing aid during 2006 Lebanese conflict.
- Able to work well independently, as well as in a group setting.

## **Accomplishments**

---

- Certification in Leadership and Management
- Annual Cybersecurity Awareness Training, Congressional Staff Academy
- Annual Ethics Training, Congressional Staff Academy
- Annual Workplace Rights and Responsibilities Education Program
- Certification in 30 Disaster Cycle Services education with the American Red Cross
- State certified as a CERT for emergency situations.
- Certificate of Recognition by City of Dearborn
- 2018 and 2020 Political Leader of the Year by the Arab American Political Action Committee.
- 2018 Organizer of the Year by the Dearborn Democratic Club.
- Congressional Certificate of Appreciation.
- 2015 Difference Maker Award, an award awarded to the top 50 leaders and activists from across campus