

Contact

www.linkedin.com/in/jonathan-pekkala-bb1184106 (LinkedIn)

Top Skills

International Relations Theory
Customer Service
Microsoft Office

Languages

English (Native or Bilingual)
Portuguese (Limited Working)

Jonathan Pekkala

Scheduler - Department of Labor
Clearwater, Florida, United States

Experience

U.S. Department of Labor
2 years 1 month

Legislative Officer
February 2023 - Present (9 months)
Washington, District of Columbia, United States

Scheduler
October 2021 - June 2023 (1 year 9 months)
Washington, District of Columbia, United States

U.S. House of Representatives
Scheduler, Office Manager, Executive Assistant
January 2017 - October 2021 (4 years 10 months)
Washington D.C. Metro Area

Florida Democratic Party
Research Assistant
August 2016 - November 2016 (4 months)
Palm Beach Gardens, FL

- Prepared extensive opposition and issues research, including candidate debate prep.
- Monitored media and opposition candidate activities.
- Coordinated candidate messaging and communication strategies.
- Supervised paid canvassers with focus on positive voter contacts and data integrity

U.S. House of Representatives
Legislative Intern - Office of Rep. Patrick E. Murphy (FL-18)
September 2015 - August 2016 (1 year)

- Researched emergent science and technology issue areas and met with aerospace representatives.
- Managed front office operations, including greeting guests, answering phones, sorting mail, training new interns and other daily projects.

- Managed, organized and responded to a high volume of correspondence, invitation, flags and tour requests.
- Assisted Scheduling Director with travel arrangements and coordination of Members' Washington D.C. and district schedule.
- Drafted talking points, press releases, constituent letters, staff memos, and briefing materials.

JCPenney Department Store

Department Manager

December 2008 - September 2014 (5 years 10 months)

Port Richey, Florida

- Promoted to department leader.
- Assisted Store Manager and served as point of contact for administrative operations.
- Improved effectiveness and quality of service by analyzing and streamlining procedures.
- Audited, analyzed, and presented department activates reports.
- Recruited and trained new staff members.
- Awarded Best Department in Florida for Service and Accuracy in 2011 & 2012.

Pasco County Democratic Executive Committee

Field Volunteer

July 2012 - November 2012 (5 months)

New Port Richey, Florida

Represented Pasco County Democrats at community and campaign events.

- Participated in coordinated campaign outreach to engage and persuade voters for local, state, and presidential candidates.
- Directed volunteer recruitment to increase capacity for coordinated GOTV efforts with focus on positive voter contacts and data integrity.

Education

Florida State University

Master of Public Administration - MPA · (January 2021 - May 2023)

University of South Florida

Bachelor's Degree, International Relations and Affairs · (2015)