

# Molly Callaghan



## EXPERIENCE

### **Congresswoman Deb Haaland's District Office, Albuquerque, NM** — *Field Representative, Staff Assistant, and Intern Coordinator*

January 2019 - PRESENT

- Managing the Congresswoman's District schedule
- Hiring, onboarding, mentoring, and managing teams of 2-6 interns
- Setting up a freshman Congressional district office and fulfilling all administrative duties such as answering phones, ordering supplies, and training team members
- Managing Congressional Art Competition and App Challenge for years 2019 and 2020
- Field representative (March 2020-present): building relationships with stakeholders and working in a variety of issue areas such as the environment, healthcare, agriculture, families and children, LGBTQ+, women's and senior issues
- Planning and moderating roundtables and workshops with key stakeholders, as well as moderating telephone town halls to help the Congresswoman engage with constituents remotely

### **University of New Mexico Professor Sarita Cargas, UNM Honors College, Albuquerque, NM** — *Research Assistant*

May 2018 - December 2018

- Gathered and organized data on various human rights programs and degrees at universities within the United States
- Collected readings to complement the textbook titled *The Evolution of International Human Rights* by Paul Lauren.

### **Rio Strategies, Albuquerque, NM** — *Campaign Associate*

March 2017 - October 2017

- Monitored and updated candidate finance information for multiple candidates for state and local elected office
- Communicated with campaign donors via email and telephone
- Worked with candidates for call time to reach high-dollar donors
- Helped plan and staff events with 15-150 people

### **Maggie Toulouse Oliver for Secretary of State, Albuquerque, NM** — *Campaign Finance Assistant*

May 2016 - November 2016

- Assisted financial director and deputy financial director with campaign fundraising and donor research
- Helped plan and staff political fundraising calls made by the candidate
- Communicated technical information clearly and effectively to donors and potential donors
- Worked with a diverse group of volunteers to achieve campaign goals

## SKILLS

Event planning

Database management

Public speaking and moderating events

Research

Hiring, managing, and mentoring interns

Systems administration

Microsoft Office Suite

Google Drive

Zoom

Cisco Webex

## AWARDS & EXTRACURRICULARS

UNM Student Senate

Studied abroad, Universidad de Extremadura, Cáceres, Spain (b) (6)

New Mexico State Legislative Internship 2017

UNM Amigo Scholarship (b) (6)

UNM Honors College

## EDUCATION

**University of New Mexico, Albuquerque, NM** — *Political Science and International Studies*

(b) (6)