

BEATRIX C. EVANS

(b)(6)

PROFFESIONAL EXPERIENCE

Executive Office of the President

Washington, DC

Confidential Assistant - Office of Management and Budget

Jan 2021- Present

- Directly oversee the implementation of the Presidents vision, and policy priorities, through the creation of the fiscal budget for seven major agencies
- Work with the Associate Director to prioritize meetings, manage workloads, create schedules, and draft memos and speeches
- Manage a team of 54 career staffers, their workload, processes, and executing of major projects
- Responsible for all internal team communication, organization and coordination

Biden-Harris Transition Team

Washington, DC

Personnel Assistant - Appointments Team

Nov 2020- Jan 2021

- Full time staff member on the Health Team Cluster
- Communicated, engaged and scheduled all Appointee and Senior Appointee candidate interviews
- Worked in a team of six, to source, vet, interview, and hire candidates for the Biden Harris Administration for three major departments

The Laird Norton Foundation

Seattle, WA

Associate Director

Jul 2017 - Jan 2021

- Responsible for the distribution of \$1.45M annually supporting various social causes
- Oversee of all staffing, hiring, salary and all overhead budgeting for the office
- Liaise with appropriate for profit and non-profit contacts that further the mission of the foundation

United States Senate

Washington, DC

Deputy Scheduler - Senator Kyrsten Sinema

Jan 2020 - Nov 2020

- Balanced a rapidly changing schedule and the principal's immediate needs while upholding the responsibility of an United States Senate office
- Managed an office staff of three staff assistants and oversee up to six interns seasonally
Responsible for managing and maintaining the principals daily memos, briefings, and documents
- Troubleshoot all problems related to schedule, office, and/or personal issues
- Act as the liaison between the principal, constituents, lobbyists, and government leaders

Assistant Scheduler - Senator Kyrsten Sinema

Jul 2019 - Jan 2020

- Prioritize and respond to hundreds of incoming scheduling requests
- Maintain records of all meeting requests and present them during senior staff meetings

Intern - Senator Maria Cantwell

Jun 2019 - Jul 2019

- Responsible for general office management and intake of meetings
- Regularly responded to constituent phone calls while maintaining professionalism and 'on the record' verbiage

POLITICAL VOLUNTEER

Marilyn Strickland for Congress, 2020 - Washington 10th - *call time volunteer*

Mark Kelly for Senate, 2020 - Arizona State - *call time volunteer*

EDUCATION

University of Puget Sound

Tacoma, WA

Bachelor of Arts: Business Administration Major

Dec 2017