

Nat Kaine

Professional Summary: Organizational management and operations professional with over 8 years of federal government management experience in large and complex organizations. Adeptly manages daily operations, mentors and develops team members, formulates and implements policies and procedures, and plans for the efficient use of personnel and resources. Creates and leads results-oriented teams to achieve organizational goals. Marine Corps veteran now continuing military service in the Marine Corps Reserves.

Presidential Inaugural Committee, Operations Manager Dec 2020-Jan 2021

- Oversaw contracting and procurement within the Inaugural Committee Operations Department; meticulously managing expenditures within the department's seven figure budget while deftly navigating supply chain challenges to ensure all materials were available when and where needed
- Served on the Continuity of Operations team, ensuring the team's operational needs were met and serving as the lead at two sites in planning for the safety of PIC personnel

Virginia Victory Coordinated Campaign, Operations Director Jul-Nov 2020

- Directed campaign operations across a wide range of functions and assisted the leadership team in developing a new playbook for remote activities and voter mobilization
- Led the hiring and onboarding of more than 70 people in 60 days and ensured a smooth integration of the state coordinated campaign team with the national coordinated organization
- Managed a 13-person team distributed throughout the Commonwealth that supported the activities of every campaign department and engaged with local campaigns and committees
- Established a procurement and distribution system to fit the campaign's remote structure and supported efficient distribution of campaign materials
- Developed and implemented an in-person voter mobilization program during the last 4 weeks of the cycle that resulted in volunteers knocking on over forty thousand doors throughout Virginia
- Served as the campaign's senior human resources officer; supervised the HR Director in processing payroll, addressing grievances, and developing and implementing programs
- Oversaw the campaign's seven-figure budget and spending processes; helped plan and direct resource use across the entirety of state campaign functions; ensured efficient use of funds
- Planned numerous high-visibility in-person and remote events to increase campaign exposure while ensuring strict adherence to health and safety protocols

United States Marine Corps, Infantry Officer

Marine Corps Reserves, Maryland Marine for Life Representative Jul 2020-Present

- Assist separating Marines and former servicemembers in Maryland with their transition planning, including mentorship regarding educational and career opportunities
- Liaise with veteran's service organizations, universities, and local stakeholders to provide support to Maryland veterans in need of counseling, mentorship, assistance across all facets of life
- Plan and conduct networking events to connect Marines with area employers and organizations

Maryland NROTC, Marine Officer Instructor & Assistant Professor Jan 2017-Jun 2020

- Managed the professional development of future Marine Corps Officers assigned to the Maryland Naval Reserve Officer Training Corps (ROTC) unit at the University of Maryland College Park and University of Maryland Baltimore County
- Taught undergraduate Naval Science courses focused on leadership development, ethical decision making, and the evolution of expeditionary warfare tactics
- Directed daily operations and training of more than 180 students in the Navy and Marine Corps ROTC program as the unit's Operations Officer

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- Established the Maryland Marine ROTC program: developed procedures for the development of Marine students; worked with the University staff to integrate the program onto campus
- Served as a Platoon Commander at Marine Officer Candidates School; responsible for the mentorship and development of 120 officer candidates and managed a team of drill instructors

2nd Battalion 8th Marine Regiment, Assistant Operations Officer Jan-Dec 2016

- Directed current operations and training for more than 1,000 Marines within 6 subordinate units
- Assisted unit leadership in preparing the unit for deployment to Eastern Europe and Africa, including directly planning and managing the unit's final certification exercise incorporating three separate operations involving more than 500 Marines between multiple East Coast sites
- Negotiated U.S. role in major NATO training exercises in Romania, Latvia, and Lithuania on behalf of U.S. military combatant command during multiple exercise planning conferences
- Coordinated directly with senior foreign military leadership from 12 allied nations to plan and carry out complex exercises and training in support of U.S. strategic deterrence objectives

2nd Battalion 8th Marine Regiment, Security Cooperation Platoon Commander Jan-Dec 2015

- Planned and oversaw month-long training exercises in Tanzania and Ghana with 120 foreign military personnel; operated more than 3,000 miles from higher unit leadership
- Liaised with U.S. Embassy staff in Rome, Dar es Salaam, and Accra and foreign senior military leaders to ensure successful programs in accordance with DOD and DOS strategic objectives
- Organized and managed all transportation, accommodation, and logistical support for 16 personnel and associated equipment to and from remote training locations
- Prepared plans for State Department leaders to direct future efforts to develop partnered forces

2nd Battalion 8th Marine Regiment, Rifle Platoon Commander Jun-Dec 2014

- Led a platoon of 45 Marines; planned and managed demanding training events to prepare the unit to deploy worldwide in support of crisis response contingency operations
- Mentored and developed subordinates through challenging decision-making exercises and leadership training to improve capabilities and prepare junior leaders to operate independently
- Supervised numerous complex training events; ensured safe, challenging, and realistic training

Obama for America Campaign, National Advance Staff May-Nov 2012

- Designed, contracted for support, and oversaw preparation for a wide range of presidential events that ranged from intimate fundraisers to 25,000-person rallies
- Managed six-figure budgets per event; coordinated with the U.S. Secret Service, the White House Military Office, and local police and government officials; oversaw contracted union workers as they installed complex staging, visuals, lighting, and audio
- Briefed the President of the United States on the trip's components then managed the progression of large public events and meetings with local leaders throughout the day

The White House, Advance Associate Jan-Dec 2012

- Represented the White House on week-long trips in advance of Presidential travel including the first U.S. presidential visit to Burma in 2012
- Managed events in support of Presidential messaging objectives with business representatives, government officials, and foreign dignitaries

Education:

University of Maryland, Masters of Public Management (██████████)

United States Marine Corps, Officer Candidate School (██████████); The Basic School (██████████); Infantry Officer Course (██████████); Basic Advisor Course (██████████)

George Washington University Bachelor of Arts, Political Science (██████████)

Security Clearance: Secret