

EDUCATION

University of Virginia, College of Arts and Sciences, Charlottesville, VA

Class of 2019; B.A. Politics – American Government

DIS – Institute for Study Abroad, Copenhagen, Denmark – Spring 2018

EXPERIENCE

Rational 360, Washington, D.C. – Communications Associate, February 2020 – Present

- Support four fast-paced client teams, reporting directly to firm Partners and Vice Presidents.
- Daily activities include producing a wide variety of client materials, including op-eds, press pitches and releases, speech drafts, and communications strategy memos.
- Conducted and established internal guidelines for identifying and vetting strategic client partnerships, including evaluating online presence, industry status, and public remarks.
- Manage client social media accounts across Twitter, Facebook, Instagram, and LinkedIn.
- Maintain active client relationships through weekly meetings and reports on status of deadlines and deliverables

Congresswoman Carolyn Maloney, Washington, D.C. – Intern, Fall 2019

- Drafted the 2019 end-of-year newsletter sent to roughly 10,000 constituents.
- Assisted in the Oversight Chair whip operations by compiling spreadsheets, writing bios on various committee and caucus Democrats, and facilitating phone calls between Congresswoman Maloney and other Members.
- Daily activities include answering phones, reviewing and drafting constituent correspondence, preparing press clips, composing tweets, greeting constituents, and completing office management tasks as needed.
- Conducted policy research and drafted remarks.

Linchpin Strategies LLC, Washington, D.C. – Intern, Summer 2018

- Developed and maintained a database of over 300 studies for internal research projects.
- Prepared board meeting minutes, edited and drafted remarks, letters, and rapid response documents.

2017 Labour Party Campaign, New Zealand – Fellow, Summer 2017

- Served as a fellow on the campaigns of Helen White (Auckland Central) and Greg O'Connor (Ohariu)
- Assisted in campaign messaging, prepared candidates for interviews and speaking events, and accompanied candidates at local outreach events.
- Daily activities included door-to-door canvassing, phone banking, and volunteer recruitment.

2016 Democratic National Convention, Philadelphia, Pennsylvania – Intern (Podium Operations and Speaker Tracking), July 2016

- Updated, managed, and monitored a database of logistics and preparatory materials for hundreds of speakers and volunteers.
- Required security clearance.

SKILLS

Strong writing, research, public speaking and organizational skills; conversational Spanish; proficiency in general word processing, Google and Microsoft Office Suites, Cision, and Leadership Connect; introductory STATA and R.