

**The White House Office of Presidential Personnel, Staff Assistant Washington D.C April 2021 – Present**

- Developed and implemented processes for candidate recommendations to all federal government agencies for political appointments.
- Created a tracking mechanism for data management, including but not limited to: position tracking, candidate tracking, and general email management. Coordinated and organized all paper and memo flow for the Priority Placements department.
- Coordinated all scheduling operations for the Priority Placements department with external and internal partners and regional appointments across multiple federal agencies: HHS, SBA, USDA, GSA, and FEMA.
- Supported constituency engagement operations for the Office of Presidential Personnel, including Faith-based partnerships, Latinx, Black, and Women's coalition partners.

**Presidential Inaugural Committee, COVID Memorial Fellow Washington D.C. December 2020 – January 2021**

- Organized municipal and state government participation in the National COVID memorial. Successfully recruited 137 cities across 33 states to participate.
- Developed organizational systems for tracking state and local government recruitment and engagement.
- Coordinated with participating American Medical Association hospitals and health care providers.
- Coordinated all official correspondence between COVID memorial participants and the Presidential Inaugural Committee.

**Biden for President, National Political Team Philadelphia, PA****October 2020 - November 2020**

- Managed, developed, and implemented down-ballot elected officials/candidates digital *Team Joe Talks* series, concluding with 26 Instagram lives uplifting state general assembly races and competitive U.S House and U.S. Senate races online with over 300,000 views in battleground states.
- Liaised between national political and digital surrogates' teams to design digital organizing strategy with celebrity supporters for down-ballot candidates.
- Coordinated trip and advance logistics for all six principal GOTV Western Pennsylvania trips on Monday, November 2<sup>nd</sup>.
- Political outreach and project management support: list management/development, call sheet drafting, and program management for CBC HBCU homecoming week engagement.

**Parigi Restaurant, Hostess, Bartender and Waitress Dallas, TX****February 2018 – May 2020****Mayor's Office, Youth Community Liaison New York City, NY****February 2017 – January 2018**

- Cultivated and maintained over 250 relationships with key youth activist stakeholders across New York City's five boroughs.
- Coordinated with youth community stakeholders to implement and provide city services and city opportunities to young people across New York City.

**Hillary for America, Pennsylvania Senior Staff, Special Projects Director Philadelphia, PA May 2016 – November 2016**

- Piloted Pennsylvania's Republicans for Hillary program, with over two dozen endorsements by Republican leaders.
- Recruited over 500 supporter homes across Pennsylvania, housing 450 campaign staffers and volunteers.
- Managed recruitment for paid media participants in Pennsylvania and supported recruitment of intro speakers for principal events.
- Supported advance event staffing for Secretary Hillary Clinton, President Clinton, President Obama, and national campaign surrogates.

**Hillary for America, National Campus Organizing Program Manager Brooklyn, NY August 2015 – May 2016**

- Launched and implemented HFA's National Campus Program; held sole responsibility for campus organizing program during the Presidential primary, establishing the foundation for the general election campus program.
- Recruited and trained over 730 campus team leaders across 210 campuses, 41 states and abroad in Europe, China, and South Africa.
- Organized and implemented coalition-specific campus programs at HBCUs and women's colleges and universities, and state-specific campus programs in Massachusetts and Pennsylvania.
- Recruited, organized, scheduled, and trained campus leaders to implement ballot access operations in Alabama, Delaware, Ohio, New York, New Jersey, Rhode Island, Indiana, Pennsylvania, Vermont, and Virginia.

**National Call Center Manager, Hillary for America Brooklyn, NY****March 2015 – August 2015**

- Launched HFA's national call center program for the campaign's April 2015 launch. Developed and managed systems and processes for HFA's national call center, including reporting, processing, and distributing cross-department information.
- Responsible for volunteer management and recruitment, and day-to-day operational support in Brooklyn headquarters.

**Deputy Finance Director, Committee to Elect Martha Robertson Ithaca, NY June 2014 – November 2014**

- Helped raise over \$2.3 million overall for DCCC Red-to-Blue race, record breaking totals for NY-23rd's district; developed donor database. Managed events program that raised over \$200,000 through 25 in-district fundraisers meet-and-greets.

**VOLUNTEERING, PHYSICIAN SHADOWING AND TRAINING****Children's Hospital of Dallas****June 2018 – December 2019**

Blood Diseases and Oncology, *Child Life Volunteer*  
Patient Pal, *Rotating Volunteer (GI, Blood Diseases and Oncology, ICU, ER)*

**Research Skills Bootcamp, Student Participant, Richland College****Spring 2019**

The Research Skills Bootcamp provided guided training on fundamental research skills, including use of common equipment and techniques in science laboratories, data acquisition & analysis, and science communication

**Dr. Sami Constantine M.D, Student Observer****December 2019**

Dr. Constantine is board certified in Obstetrics and Gynecology

**EDUCATION****Hobart & William Smith Colleges Geneva, NY****August 2010 - May 2014**

*Bachelor of Arts, Double Major: Political Science & English; Minor: Gender & Sexuality in American Society*

**Richland College and The University of Texas at Dallas Dallas, TX****Spring 2018 - December 2020**

*Self-Directed Post-Baccalaureate in the Biomedical Sciences (coursework available upon request)*