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Relevant Work Experience

OFFICE OF U.S. SENATOR MARK KELLY

December 2020-Present

Executive Assistant to the Senator (Promoted November 1, 2021)

Washington, D.C.

- Escorts Senator Kelly to votes, meetings, and appointments including driving him.
- Manages the senator's special projects, scheduling requests, approvals, and briefing book.
- Trained the new Director of Scheduling and Deputy Scheduler on processes including assembling Senator Kelly's nightly briefing book and tracking and administering scheduling requests.

Scheduling Assistant & Assistant to Chief of Staff (Promoted April 1, 2021)

- Managed and responded timely to scheduling requests, approvals, and briefing book assignments
- Assisted the Scheduler in special projects including quickly securing Official Passports for Senator Kelly.
- Provided administrative and clerical support for the Chief of Staff including scheduling meetings, maintaining her daily schedule, and managing reimbursements.

Staff Assistant & Assistant to Chief of Staff

- Answered the telephone, ensuring constituents that their concerns were heard by the senator's team and connected the staff with other notable offices and organizations.
- Restructured the internal approvals procedure to ease the process and ensure timely review and response.
- Initiated the first intern class, which included managing schedules and day-to-day tasks, as well as creating programming to build connections among interns and staff while working remotely.

MARK KELLY FOR SENATE

August 2020-November 2020

Campaign Assistant & Office Manager

Phoenix, AZ

- Served as site lead on over 20 socially distant campaign events throughout Arizona, while managing and briefing the principle, staffers, press, and crowd.
- Scouted locations and created diagrams for the principle and staffers attending the events.
- Managed multiple operations projects including ordering and distributing PPE, yard signs, and campaign chum to multiple Voter Activation Centers throughout the state and planning multiple staff events and gifts.
- Assisted the campaign manager on day-to-day projects and managing her schedule including calls, virtual meetings and managing approvals processes.
- Supervised the internship program which included managing nearly 30 interns at once.

PETE FOR AMERICA

December 2019-March 2020

Advance National Contractor

South Bend, IN

- Led and oversaw site, press, and crowd logistics ahead of the principle in early primary states.
- Managed communications with national and local media outlets for campaign events, which gathered up to 350 members of press for rallies, town halls, interviews, house parties, and meet and greets.
- Controlled crowd movements of over 1,800 people, directing campaign staff and volunteers.

KAMALA HARRIS FOR THE PEOPLE

August 2019-November 2019

Advance National Associate

Baltimore, MD

- Oversaw site, press, and crowd logistics for the principle at nearly 20 events in early primary states.
- Set up interviews with local and national media outlets, while communicating with traveling staff and maintaining flexibility with the senator's constantly changing schedule.
- Coordinated meals for the senator ensuring that the food met her discerning needs.
- Assisted in managing large crowd movements including drum lines, dancers, union members, organizers, and supporters at events such as the Liberty and Justice Celebration, Polk County Steak Fry and Blue Jamboree.

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TOP BOX FOODS LOUISIANA

January 2019-May 2019

Development Intern

New Orleans, LA

- Supported the non-profit's Development team in planning and implementing marketing and community engagement strategies, including public relations campaigns to promote Top Box Foods' services, and increase customer base.
- Assisted in managing communications with donors.

Outreach & Development Intern

January 2018-May 2018

- Organized a fundraising campaign which raised more than \$16,000 in 24 hours by creating various marketing materials and encouraging other interns to publicize our efforts to their networks.
- Partnered with local businesses and university organizations to develop and deliver promotional programs and events such as their first farmers market that attracted new customers and grew revenue.

THE BOOT

August 2017-May 2019

Marketing Manager

New Orleans, LA

- Implemented marketing programs to include social media campaigns, event planning, and special promotions.
- **Revitalize / Rebranded** the restaurant's social media presence to provide a more robust and consistent message, which increased Instagram viewership by 183% to reach more than 6,700 followers.
- Conceived, organized and promoted "The Boot Homecoming King & Queen Competition" that attracted more participation than Tulane's homecoming event and significantly increased traffic and revenue.
- Enhanced the restaurant's profile by collaborating with student graphic designers to create marketing materials.

NBA ALL-STAR WEEK

February 2017

Social Event Assistant

New Orleans, LA

- Served on the event team that executed all details for this large program that promoted the NBA and its athletes.
- Collaborated with venues on logistics and supervised staff at numerous events.
- Selected to host a table of five NBA stars at the Legends Brunch.

Leadership

KAPPA KAPPA GAMMA

January 2018-January 2019

Philanthropy Chair

Tulane University

- Organized fundraisers such as our annual philanthropy trunk show by communicating with national headquarters, chapter council, and other campus organizations.
- Initiated creative events to increase the chapter's involvement including a Top Box farmers market and a Spikeball tournament which improved the participation of the chapter by more than 250%.
- Led a committee that exceeded the previous year's fundraising efforts by more than 300%.

Education

TULANE UNIVERSITY

May 2019

Bachelor of Arts in Communications & Public Relations (double major)

New Orleans, LA

- Management Minor