

# Courtenay M. Raymond

(b)(6)

## PROFESSIONAL EXPERIENCE

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### Win the Era

Remote | March 2020- December 2020

#### *Director of Scheduling and Strategic Planning*

- Advised, planned, and executed Mayor Buttigieg's schedule balancing his: book writing/release/tour, podcast recording, Notre Dame Fellowship, Biden Surrogate duties, Win the Era endorsed candidate events, and personal appointments, in direct coordination with the Principal and his Chief of Staff.
- Transitioned Mayor Pete Buttigieg from a National Candidate with 400+ staff to a high-level Principal with 10 staff.
- Traveled with and supported the Mayor during the final weeks of the General Election campaign, in his role as Biden Surrogate.
- Adapted the Mayor's schedule, briefings, and home office during the COVID-19 pandemic to maintain his busy schedule without sacrificing the quality and preparedness of his work.
- Created and oversaw the personal correspondence program for the Mayor.

### Pete for America

South Bend, IN | April 2019-March 2020

#### *Director of Scheduling*

- Strategized, created, planned, and distributed the Candidate's long-term schedule in coordination with campaign senior advisors and leadership.
- Hired and managed the Campaign Scheduling Team, which included six individuals supporting the Candidate, surrogates, and the Candidate's spouse. And, personally managed the Candidate's mother's schedule and activities.
- Oversaw the planning and execution of the Candidate's daily schedule and logistics for approximately 160+ trips and 1500+ events/meetings over the course of 324 days. This included: coordinating and negotiating travel arrangements (commercial/private flights, ground transport, and lodging).
- Partnered and liaised with the private executive protection security company managing the Candidate's safety.

### Office of Senator Tammy Duckworth

Washington, DC | January 2017-April 2019

#### *DC Scheduler and Director of Advance*

- Scheduled the Senator's official DC events and meetings in a high pace, ever-changing environment in coordination with her personal and political engagements.
- Developed, implemented, and managed the overall advance and accessibility plan for the office.
- Oversaw event planning and venue walkthroughs to: ensure accessibility accommodations were properly met; map out movements in coordination with the Senator's schedule and event flow; and make sure all other logistical needs were secured.
- Met with the Senator weekly to discuss upcoming events outlining her individual accessibility needs.
- Researched, drafted, and prepared the Senator's daily official meeting briefings and nightly binder.
- Traveled with the Senator to South Korea and Japan as a personal aide on a military led CODEL in January of 2018.

#### *DC Scheduling Assistant*

- Collaborated with the Scheduling Director and Special Assistant to ensure the daily execution of the Senator's schedule.
- Coordinated the Senator's international and national travel arrangements and logistics with trip organizers and participating members of the Senator's staff.
- Created an innovative invitation tracking system with Intranet Quorum (IQ) that was adopted by multiple offices.
- Organized, gave input on, and responded to Washington, DC, national, and international invitations, totaling 70 - 150+ weekly.
- Developed and managed the scheduling internship program for the office.

**Office of Congresswoman Tammy Duckworth**

Washington, DC | August 2014-December 2017

*Scheduler*

- Strategically planned and managed Member's official time and priorities in a fast paced environment.
- Managed ADA Aide/Bodyperson in daily activities, and provided her with guidance and instruction.
- Lead the Member/Office physical transition out of the U.S. House of Representatives to the U.S. Senate.
- Purchased and tracked the office supplies and technology -- meeting and negotiating with various suppliers in coordination with the budget.

*Executive and Scheduling Assistant*

- Accompanied the Member during her daily official duties, including committee hearings, floor votes, and other events to assist her and ensure her accessibility needs were met.
- Prepared the Congresswoman's daily official briefings.
- Served as the Member's primary driver.

*Staff Assistant*

- Interviewed, hired, and supervised Washington, DC office interns, 4-5 each semester.
- Aided the Press Team by filming and editing video messages, writing and editing press releases, and developing graphics for social media.
- Wrote and coordinated Congressional Commendations, including, but not limited to, event letters, thank you notes and extensions of remarks

**EDUCATION****Lake Forest College**

Lake Forest, IL | May 2014

Bachelor of Arts in Communication (Rhetoric), Minor in Legal Studies