

# Calynn A. Jenkins

(b) (6)

## EDUCATION

American University

Washington, DC

*Bachelor of Arts, Political Science, Cum Laude*

December 2013

- Phi Sigma Pi National Honor Fraternity
- American University Symphony Orchestra

## PROFESSIONAL EXPERIENCE

Democratic National Committee (DNC)

Washington, DC

*Director of Operations*

January 2020- Present

- Manage and execute the organization's critical COVID-19 response, including overseeing physical office upgrades, staying up to date on local health ordinances and making recommendations to C-Suite leaders on our ongoing response
- Manage a team of full time receptionists, temp receptionists and an Operations Coordinator
- Lead business registration process in all states where it is required and work directly with our registered agent service
- Coordinate yearly insurance policy renewal and work with insurance broker on claims and COIs
- Liaise with the building's security team and maintain emergency procedures and trainings

*Special Assistant to the CEO*

August 2018- January 2020

- Managed all communications with presidential campaigns during the Democratic presidential primary process, created processes for successful neutrality, maintained all records diligently and was the main point of contact within the DNC for all campaigns
- Coordinated and executed the CEO's complex daily schedule, handled all travel logistics and bookings for the CEO, and thoughtfully protected the principal from incoming while anticipating problems and maintaining the organization's priorities
- Served as liaison to all DNC senior staff and external progressive organizations on behalf of the CEO

Amazon Corporate

Washington, DC

*Programs Assistant, Public Policy*

March 2017 – August 2018

- Managed logistics for Amazon's political programs and events in Washington, DC , such as corporate fly-ins, policy salons and other company events
- Served as logistical liaison for Amazon's participation in special events with DC-based trade associations, state societies and think tanks
- Supported the Director of US Public Policy with special projects, team coordination, external engagement and regular correspondence with outside consultants

U.S. Department of Commerce (DOC)

Washington, DC

*Executive Assistant to the Secretary, Penny Pritzker*

September 2015-January 2017

- Served as liaison to White House, elected officials, Fortune 500 Companies, business leaders, foreign dignitaries and DOC leadership on behalf of Secretary
- Ensured Secretary was informed on all matters of immediate interest and adjusted official schedule to reflect priorities
- Advanced international and domestic official travel, managed complicated logistics and all details to ensure Secretary had a successful trip to progress DOC and Obama Administration priorities
- Drafted correspondence on behalf of the Secretary and managed approval and signage of all official government documents
- Managed and executed Secretary's complex daily schedule to ensure her time was used effectively to promote DOC priorities and led seamless management of Secretary's personal matters

Democratic National Committee

Washington, DC

*Executive Assistant to the National Political Director*

February 2014-September 2015

- Managed interdepartmental relationships and overall departmental coordination on behalf of National Political Director
- Led review process and timely submission of state political briefings for President Obama and Vice President Biden
- Supervised and trained 40 Political Department interns to effectively assist Regional Political Directors in their mission to advance the Democratic Party in their states
- Coordinated and executed all aspects of National Political Director's schedule, including intricate travel logistics, media engagement, daily briefing book and all meeting materials