

(b) (6)

PROFESSIONAL EXPERIENCE

United States House of Representative – Office of Representative Deb Haaland Washington, DC – Director of Operations

December 2020 – Present

- Prepare Congresswoman’s daily schedule and ensure that she is provided with briefing materials for both DC-based and District events; coordinating with stakeholders, event participants and appropriate legislative and/or district staff; respond to all invitations by email correspondence or personal telephone; coordinate scheduling of interviews and all press in partnership with Chief of Staff, District Director and Communications Director
- Manage the Congresswoman’s travel, making reservations for air travel, ground transportation and lodging
- Monitor the Office’s compliance with House Rules; responsible for onboarding of new staff and fellows along with assisting departing employees with necessary administrative procedures; provide orientation and training of new staff; manage administrative files and personnel records; manage office purchases with Chief of Staff and District Director
- Responsible for overall office appearance and layout; provide necessary organization, supervisory, leadership and motivation to manage office operations for both DC and District offices
- Responsible for ensuring office procedures are carried out properly and efficiently; identifying weak spots in process to improve efficiency; defining, implementing and revising operational procedures for both DC and District offices
- Advanced cohesion between legislative, constituent service and administrative departments for both DC and District offices
- Managed office purchases for both DC and district offices

United States House of Representatives - Office of Representative Deb Haaland Washington, DC - Scheduler/Office Manager

October 2020 – December 2020

- Prepare Congresswoman’s daily schedule and ensure that she is provided with briefing materials for both DC-based and District events; coordinating with stakeholders, event participants and appropriate legislative and/or district staff; respond to all invitations by email correspondence or personal telephone; coordinate scheduling of interviews and all press in partnership with Chief of Staff, District Director and Communications Director
- Manage the Congresswoman’s travel, making reservations for air travel, ground transportation and lodging
- Monitor the Office’s compliance with House Rules; responsible for onboarding of new staff and fellows along with assisting departing employees with necessary administrative procedures; provide orientation and training of new staff; manage administrative files and personnel records; manage office purchases with Chief of Staff and District Director
- Responsible for overall office appearance and layout; provide necessary organization, supervisory, leadership and motivation to manage office operations

United States House of Representatives - Office of Representative Deb Haaland Washington, DC - Legislative Correspondent and Systems Administrator

June 2020 – October 2020

- Managed Member constituent mail program, drafted constituent correspondence daily, 3-4 letter per day; partnered with Communications Director to plan mass mailings and newsletters each month
- Conducted legislative research on policy issues important to NM01 constituents and tracked legislation
- Supported legislative and front office activities
- Continued to perform Systems Administration duties alongside Legislative Correspondent duties
- Performed day-to-day equipment maintenance, troubleshooting issues, including software installations and upgrades and technical support for all staff and interns related to remote work

**United States House of Representatives - Office of Representative Deb Haaland
Washington, DC - Staff Assistant/Intern Coordinator/Tour Coordinator and Systems Administrator**

March 2020 – June 2020

- In addition to Staff Assistant, Intern Coordinator and Tour Coordinator duties: Created Remote work plan in response to the COVID-19 pandemic for the Congresswoman, all staff and interns; implemented security software, trained all staff individually and coordinated the purchase of all equipment needed
- Assisted in onboarding new staff members and fellows by imaging computers/laptops and supported and activated smart phones devices according to House standards
- Took an analytical approach to resolving office technology issues in order to ultimately address underlying issues and questions; developed expertise to upgrade smartphone and laptop systems, built an internal “wiki” with technical documentation and manuals
- Actively participated in in-house training to enhance and reinforce equipment, security and software knowledge

United States House of Representatives - Office of Representative Deb Haaland Washington, DC - Staff Assistant/Intern Coordinator/Tour Coordinator

January 2019 - February 2020

- Served as general aide to the Congresswoman with various tasks, research and constituent and stakeholder relations; Utilized project management skills in assisting the Chief of Staff and legislative staff by tracking various tasks within the office.
- With a focus on diversity and inclusion, various educational, socioeconomic and backgrounds, created the Haaland Office internship program; created application process, reviewed applications, scheduled and conducted interviews and presented hiring recommendations; supervised interns while in office
- Created Intern Handbook for freshman office, familiarized and trained interns with office procedures and Capitol Hill culture; strongest advocate for interns to ensure both an educational and challenging experience while learning the legislative and political process
- Troubleshooting network, office and cellphone, computer and laptop, and email issues.

Bold Futures New Mexico (Formerly known as Young Women United, YWU) Albuquerque, NM — Policy Associate

April 2017 - December 2018

- Carried the responsibility for developing and implementing YWU’s policy initiatives; including improved access to reproductive healthcare for all New Mexicans and gender specific juvenile justice reform for system involved girls and young women; As a member of YWU’s legislative team, worked full-time in legislative advocacy during the state of New Mexico’s interim and legislative sessions
- Part of team that developed research and data collection projects relevant to YWU issue areas including Indigenous women and people, and youth in juvenile detention
- Built organizational engagement in innovative advocacy using new media techniques

- Lead coalition building with other organizations focused on and related to intersecting issues; carried ongoing involvement in collaborative projects to build trust and relationships within New Mexican communities

Julianna D. Koob Government Relations

January 2017-March 2017

- Monitored all committee, floor session, client event and coalition meeting calendars for relevant meetings;
- Developed a daily schedule to monitor and advocate for all legislation relevant to clients
- Created and provided written materials on issues to legislators, their staff and allies;
- Assisted in preparing for and implementing client events during the state of New Mexico legislative session by inviting Legislators, planning events, scheduling space, and coordinating with client membership on the event day.
- Protected and held confidential all communications including verbal, written and emailed,

Campaign to Elect Maggie Toulouse Oliver for Secretary of State— Central New Mexico Field Organizer/Volunteer Coordinator

July 2016 - November 2016

- Relationship building with community leaders in Bernalillo, Cibola, Sandoval, Torrance and Valencia County
- Utilized public speaking and presentation skills on behalf of the candidate
- Developed comprehensive strategies to recruit volunteers for phone banking, canvassing and supervising GOTV efforts; maintained strong interpersonal skills, patience, persistence, enthusiasm and proficient communication skills

Campaign to Elect Elizabeth “Liz” Thomson for State Representative House District 24- Field Organizer

July 2015 - November 2015

- Recruited, trained and retained canvassing and phone-banking volunteers
- Prepared campaign materials; flyers, invitations, social media events; assisted in organizing fundraising events
- Provided proficient project management and organizational skills to assist campaign manager with scheduling press events, donor meetings and call time

Office of United States Senator Martin Heinrich, Albuquerque, NM — Intern

September 2014- December 2014

- Gained an insider’s view of the strategies, policies and procedures used statewide in a New Mexico Congressional District Office
- Practiced research skills and used good judgment in information dissemination; assisted with daily administrative duties as assigned

Selected Professional Highlights

- **Pharmacy Contraception Protocol (2017):** The state of New Mexico has a process in which licensed pharmacists can establish limited prescriptive authority via protocol in which new protocols are approved by the state Medical Board, Nursing Board, and Pharmacy Board. Beginning in the spring of 2017, I led work at Young Women United alongside the New Mexico Pharmacy Association and the ACLU of NM to establish a protocol to allow trained pharmacists to prescribe contraception.
- **Securing Funding to Support Young Families HB 2 (2017):** In 2017 the core funding dollars for the New Mexico Graduation, Reality, Dual-Role Skills (NM GRADS) program were inexplicably and suddenly cut at the federal level. NM GRADS supports young families and students in reaching their educational

goals, with a graduation rate of over 80%. I led work at Young Women United to secure funds in HB2 for GRADS as well as supplemental funds through the NM Public Education Department to stabilize the program.

- **Reducing Strip Searches in Juvenile Detention Facilities (2018):** To date, young people in New Mexico are being stripped searched in youth detention facilities. Working with Bernalillo, Chaves, and San Juan county detention administrators, in partnership with the Policy Director, I created a plan to secure capital outlay dollars to purchase and install drug/metal detection devices for youth detention centers in Bernalillo, Chaves, and San Juan counties to significantly reduce strip searches of young people in detention. We were able to secure capital outlay dollars for Bernalillo County.

EDUCATION

University of New Mexico, Albuquerque, NM – Political Science

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