# PROFESSIONAL EXPERIENCE

# United States Senate, Washington DC

Correspondence Manager/Speechwriter, Senator Dick Durbin March 2014 - Current

- Managed a team of writers responding to all constituent communication
- Served as managing editor for office writers
- Wrote speeches and floor statements for Senator Durbin
- Prepared memos and talking points for Senator Durbin
- Ran research department of office

# National Journal, Washington DC

# Staff Writer/TV Editor, Hotline - September 2011-May 2013

- Continued previous role and now managed the media section of the Hotline, including conducting interviews with leading TV and print reporters
- Supervised team for 2012 election media coverage for National Journal
- Managed Hotline Resource Page (A section of National Journal focused on data, legal, and previous election material)
- Became primary communication contact for Hotline for television media

# **Research Assistant**

• Researched and wrote Almanac profiles for the 2012 American Almanac of Politics

# Staff Writer -

#### July 2010-September 2011

July 2010 - May 2013

- Wrote & edited Media Monitor portion of Hotline publication. Media Monitor examined and reported the workings of media daily
- Wrote and researched national politics including presidential, gubernatorial, Senate, and congressional elections in Hotline and House Race Hotline
- Wrote for Hotline On Call Blog
- Managed and edited media clips from almost every news show to enhance writers' stories

# MSNBC, Washington, DC

# May 2009 - June 2010

Research Assistant - Chris Matthews' Jack Kennedy Elusive Hero - January 2010-June 2010

- Assisted writing of book
- Provided research material for book

# MSNBC's Hardball with Chris Matthews - May 2009-January 2010

- Assisted production and writing of show.
- Researched for live television show and wrote Hardball Newsletter
- Assisted staff in office management
- Research assistant for Chris Mathews' books

# McMahon, Squier, Lapp and Associates, Alexandria, VA2006-2008Assistant Producer

- Assisted in production of advertisements for national and local elections
- Researched information pertinent to staff

# **EDUCATION**

| American University, Bachelor of Arts, Political Science & History | 2005 |
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| American University, Campaign Management Institute                 | 2004 |