

KATHRYN (KATE) ELIZABETH LAIR

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WORK EXPERIENCE

FOX NEWS CHANNEL, Washington, DC

February 2021-Present

Administrative Assistant, The Ingraham Angle

- Provide comprehensive around-the-clock support for Laura Ingraham, host of The Ingraham Angle on Fox News Channel.
- Advise host on show content and production; coordinate these matters with production team.
- Produce in real time with host frequently being the only member of the team physically on set with the host for live shows.
- Ensure host has all necessary show materials prior to being on air.
- Understand the rhythm and unpredictability of working a live primetime show at 10:00 PM ET nightly.
- Plan, schedule, and execute frequent travel needs for the Ingraham Angle team (townhalls, Fox Nation specials, interviews) and coordinate logistics for the host and staff for shooting at various and diverse locations.
- Manage long and short-term engagements for the host (Fox and non-Fox related) such as speeches (help negotiate these contracts), TV hits, media interviews, etc.

THE WHITE HOUSE, Washington, DC

Senior Legal Assistant, Office of White House Counsel

February 2020-January 2021

- Reviewed comments and edits for all written documents requiring the Office of White House Counsel's approval.
- Coordinated the Executive Clemency (pardon) process, to ensure applications were reviewed and considered.
- Assisted and advised on logistical and legal matters for the impeachment trial team in achieving an acquittal in 2020.
- Lead assistant on White House team managing Judge Amy Coney Barrett's nomination to the United States Supreme Court.
- Continued responsibilities of the Executive Assistant to the White House Counsel.

Executive Assistant, Office of White House Counsel

December 2018-February 2020

- Directly assisted the White House Counsel and White House Counsel's office deputies from the West Wing.
- Oversaw all day-to-day operations and administrative processes in the Counsel's office.
- Facilitated the approval process for presidential appointments for legal jobs within the administration.
- Administered access to the White House complex for all office appointments, meetings, and events.

Staff Assistant, Office of White House Counsel

June 2018-December 2018

- Evaluated and tracked the U.S. Senate confirmation process for 1,000+ judicial nominees, U.S. Attorneys, U.S. Marshals, and other Presidential appointees, resulting in the highest confirmation rate of federal judges in recent history.

NATIONAL REVIEW INSTITUTE (NRI), New York, NY

Summer 2017

Intern, Koch Internship Program

UNITED STATES SENATE, Washington, DC

Summer 2016

Intern, United States Senators Jerry Moran (6 weeks) and Pat Roberts (6 weeks)

EDUCATION

WAKE FOREST UNIVERSITY, Winston-Salem, NC

May 2018

B.A., cum laude, major in Economics with minors in Entrepreneurship and Global Trade and Commerce Studies

- Dean's List for 5 semesters.
- Omicron Delta Epsilon, International Honor Society for Economics.
- Recipient of the award for Outstanding Senior in Global Trade and Commerce Studies, selected by faculty.
- Activities: Student-Athlete Tutor (2018), Student Advisory Board for First Year Students (2017-2018), Wake Forest Cheerleading Team (2014-2016), Delta Delta Delta Sorority (2015 – 2018).

INTERESTS AND ACTIVITIES

Leonine Fellowship Program, Catholic Information Center

2021-2022

- Year-long selective program on intellectual and spiritual seriousness for young professionals.
- Completed readings and listened to speakers on issues relating to the core tenets of the social teaching of the Church and its application in professional and civic lives.

Interests: Downhill skiing, fly fishing, finding the best running routes in DC.