

Charlotte, NC · 434.249.9376

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TRUMP ORGANIZATION

Operations Manager, Trump International Realty Mooresville, NC February 2021 - May 2022

- A problem solver providing highly strategic, big picture improvements through process analysis and innovation
- Developed the vision for the branding of the Trump Organization for Charlotte, NC property assets
- Responsible for recruitment and staffing, payroll management, financial processes, event management, calendar and appointment coordination, and marketing materials

PRESIDENTIAL CAMPAIGN

Deputy Director of Surrogate Operations Arlington, VA July 2020 - November 2020

- Collaborated with the Regional Political Directors and State Directors to plan surrogate events in targeted media markets that would have the most political impact for the President's campaign
- Assigned and managed advance staff for surrogate events that exceeded 1000+ guests
- Booked surrogates for campaign events across the nation based on regional political needs including private jet coordination
- Prepared in-depth schedules for the three campaign buses that traveled the country for a total mileage exceeding 35,000 from August-November
- Worked diligently with Regional Communications Directors to ensure maximum press coverage for each surrogate event
- Led countdown calls with the advance team and state political teams to ensure all parties were in unison
- Coordinated with Strategic Communications team to compile an accurate briefing book to provide to surrogates with the political landscape for each region
- Managed the official "Team Trump on Tour" Twitter account in real time to show how the surrogates were sharing the President's message with the American people
- Secured all flights, hotels, and car service for all surrogates

THE WHITE HOUSE

Production Assistant & Press Wrangler Washington D.C., January 2017 - July 2020

- Traveled with the President for foreign and domestic trips to coordinate event logistics and operations for the President's protective press pool, ensuring coverage and access for the President's announcements and events
- Maintained collaborative relationships with internal and external teams so that each Presidential event or movement could be carried out successfully
- Led the production of the President's Weekly Address, reaching an audience of hundreds of thousands of viewers across all online platforms. Improved overall optics through advising on lighting and staging
- Coordinated with the U.S. Secret Service to ensure members of the press received access to the White House complex. Served as a 24/7 on-call point of contact for media in need of White House access
- Prepared and edited press releases such as Executive Orders, Proclamations, and Bill Announcements and issued to the public for final release
- Constructed and formatted the Presidential Daily Schedule for review by the Staff Secretary Office and sent final release to thousands of members of the media via the White House Press Office distribution list
- Managed the official White House Press Office e-mail inbox, which receives hundreds
 of inquiries daily from international, national, and local members of the media. Directed inquiries to the
 appropriate White House spokesperson