

Claire Honeycutt

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Objective Legislative position within House or Senate offices in the Texas State Capitol
Available starting June 1, 2022

Experience **Legislative Aide** January 2021 to June 2021

Texas House of Representatives - Valoree Swanson (R-HD 150)

- Analysis of complex legislation in writing and verbally to the Representative and Chief of Staff, as well as to Freedom Caucus staff and constituents
- Collaborated directly with the Chief of Staff in the absence of a Legislative Director
- Delivering legislative and budget analysis and vote recommendations to the Chief of Staff and the Freedom Caucus bill reading group
- Responsible for legislation management for the Vice Chair, House Committee on Juvenile Justice and Family Issues, including preparation for committee hearings, formal meetings, tracking votes, vote recommendations, and meetings with stakeholders interested in Juvenile Justice legislation
- Draft, review, and edit talking points, bill analyses, and constituent response letters on a wide range of policy issues
- Liaison between the Representative and diverse entities and stakeholders, including state agencies, local government, advocacy organizations, and constituents
- Directly responsible for tracking the Representative's legislation, preparing materials for bill books, preparation of the floor and committee binders, locating opportunities for collaboration with other representatives

Legislative Aide and Scheduler January 2019 to July 2019

Texas House of Representatives – Matt Shaheen (R-HD 66)

- Liaison between the Representative and diverse entities and stakeholders, including state agencies, advocacy organizations, and constituents
- Created, managed the schedule for the Representative and office staff and communicated daily with individuals requesting meetings
- Took meetings with stakeholders, constituents, and lobby groups on a daily basis
- Responsible for training and supervision of four Legislative Interns and one Legislative Aide
- Directly accountable to the Legislative Director for legislation from conceptual phase through the legislative process; identify obstacles and negotiate policy provisions with stakeholders
- Summarize and communicate complex policy issues, vote recommendations in writing and verbally to the Representative and Chief of Staff through LMS and CapCentral
- Closely monitor the Representative's assigned committees, including Ways & Means and Urban Affairs
- Draft, review, and edit talking points, bill analyses, press releases, and constituent response letters on a wide range of policy issues

Legislative Intern July 2017 to July 2018

Texas House of Representatives – Matt Shaheen (R-HD66)

Sales Consultant November 2016 to April 2018

Carter's Children's Clothing Store in Round Rock, Texas

Executive Assistant December 2015 to present

Think2Discern in Round Rock, Texas

Lifeguard May 2015 to August 2015

Parks and Recreation Department in Round Rock, Texas

Education **Tarleton State University**
Senior, Criminal Justice
Stephenville, Texas
Graduation - May 2022

Skills Bill analysis, speed reader, writing and editing, legal research, diplomatic communication, navigation of statute and code, use of LMS, CMS, Microsoft Office, social media management, Adobe Photoshop, photography, videography

References Antonio Mireles, Chief of Staff to Rep. Shaheen; (512) 463-0594
Cody Jordan, Chief of Staff to Rep. Swanson; (512) 463-0572
Mikael A. Garcia, J.D., Executive Director of the House Freedom Caucus; (512) 463-0502

