

BAILEY O'DONNELL

• Jeremiah 29:11 •

PROFESSIONAL EXPERIENCE

Convention of States

September 2023 - May 2024

Emerging Leaders Program - Grassroots Events Intern

- Review print material orders placed by state volunteers and staff
- Communicate with grassroots volunteers about event needs
- Ensure quality control of data for events and promotional materials
- Utilize various technology services for communication and job tasks

Texas Wesleyan University

February 2022 - May 2024

Supplemental Instruction Leader

- Lead curriculum development for team of eight fellow employees
- Develop digital tools for engaging students and documentation
- Mentor first- and second-year college students in writing courses
- Design and lead study sessions aligned with instructor's assignments

Citizens Against Government Waste

June 2022 - July 2022

Policy Research Intern

- Write blog posts and congressional hearing briefs
- Research federal budget data for publication production
- Organize and develop data for creative distribution

FlowerHill Facility Services

March 2020 - May 2023

Cleaning Technician

- Maintain clean area for special needs youth development center and construction site offices
- Train new employees and assess quality of work by all employees on the shift
- Increase customer satisfaction by establishing high standard of work

EDUCATION

Texas Wesleyan University - May 2024

B.S. Political Science with Departmental Honors

B.A. English with Departmental Honors

Cumulative GPA - 3.7

COMMUNITY ENGAGEMENT

- Sigma Tau Delta Honor Society, Secretary '23
- IGNITE, Treasurer '24
- Student Government Association, Chief Justice '22-23
- Tarrant Area Food Bank, Volunteer
- American Heritage Girls, Leader
- TXWES Women's Golf, Athlete
- Servant Leadership Course for 70+ students, Director

HONORS & AWARDS

- Hatton Sumners Scholar '22
- NAIA Scholar Athlete '23
- Emerging Leaders Council - Steamboat Institute
- Dean's List - '21-'23
- TXWES Golden Shears
- Liberty and Learning Fellow '22
- Ben Hogan Mentor Scholar '20
- Stars and Stripes Award Recipient #606

SKILLS

- Google & Microsoft Suite
- ProPresenter
- Project Coordination
- Jotform
- Team Communication
- Event Coordination
- Trello
- Wix
- Slack
- Canva
- Procreate
- iMovie