

Michael Buttner

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Profile Primary interests include international affairs, U.S national security policy, and congressional affairs.

Professional Experience

Center for Strategic and International Studies, Washington D.C. *Program Coordinator*, July 2022 – June 2023

- Organized and coordinated roundtable discussions between senior Congressional staff and CSIS experts
- Drafted CSIS newsletters using Pardot and Salesforce
- Led CSIS Congressional outreach and coordination for private dinner events with Members of Congress and international officials
- Moderated virtual briefings with CSIS experts and senior Congressional staff

Guidehouse, Washington D.C. *Consultant*, February 2022 – July 2022

- Provided research study for CISA cyber assessment standardization platform
- Summarized Congressional legislation related to Federal cybersecurity policy
- Briefed federal clients on cybersecurity research

Office of Senator Thom Tillis [R-NC], Washington D.C. *Legislative Correspondent*, February 2019 – February 2022

- Met with constituent groups, advocacy groups, and government officials regarding defense and veterans policy
- Advised the Senator on defense, veterans, human rights, and foreign policy with written memos
- Staffed hearings of the Senate Armed Services Committee and Senate Veterans Affairs Committee
- Wrote correspondence letters for constituents on defense, veterans, human rights, and foreign policy
- Led human rights policy, organized virtual Senate Human Rights Caucus panelist briefings during the pandemic

Office of Senator Thom Tillis [R-NC], Washington D.C. *Staff Assistant*, November 2017- February 2019

- Coordinated office meeting calendar, Phone communication with constituents, Greeted visitors in the front office
- Facilitated Capitol flag requests, Organized constituent emails in IQ database, Completed Eagle Scout certificates
- Edited constituent correspondence, Interim intern coordinator, Analyzed legislative issues
- Participated in FY19 NDAA legislative research, Observed national security meetings, Composed issue memos

Internship Experience

Office of Senator Thom Tillis [R-NC], Washington D.C, *Intern*, September-November 2017

- Learned to use IQ database, Attended immigration and national security briefings, Conducted U.S Capitol tours
- Studied constituent correspondence, Completed memo on E-Verify implementation by state

The Hudson Institute, Washington, D.C, *Research Intern*, June-August 2016

- Conducted primary source analysis, compiled research reports, analyzed complex international challenges.

Office of Congressman Steve Knight [CA-25], Washington D.C, *Intern*, January-April 2016

- Organized mail in Fireside database, Capitol tour experience, Processed White House tour requests

Education

American University, Washington, DC, August 2020 – May 2023

Graduated: May 12, 2023

School of International Service, MA in American Foreign Policy and National Security

Clemson University, Clemson, SC. August 2013 - May 2017

Graduated: May 12, 2017

Bachelor of Arts; Double Major in History and Political Science

Ted Stevens Center for Arctic Security Studies, Washington D.C., *Practicum Capstone*, January-April 2023

Pendulum International Affairs Magazine, Clemson University, *Intern*, September 2015—June 2017