

# Ashley Skeen

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**Summary:** With 18 years of professional experience, I desire to transition to political campaign management, political consulting, or a leadership role with a conservative non-profit organization. I am experienced in many areas including the legislative process, public policy, management, campaign leadership, and executive level service in the Republican Party, criminal and civil law office administration, small business management, marketing, and sales. I have cultivated relationships with individuals in political and diplomatic services around the world. I work hard; I bring my best to everything I do.

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## Skills:

- Effective Communication
  - Leadership
  - Organization/Time Management
  - Relationship/Team Builder
  - Decisiveness
  - Flexibility/Adaptability
  - Dependability
  - Results Driven
  - Integrity
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## Professional Experience:

**CALIFORNIA STATE ASSEMBLY, Legislative Aide to Assemblyman Heath Flora** Mar. 2023-Date  
Analyzing bills and advising the assemblyman on voting actions. Supporting the chief of staff on special assignments, policy, strategy, and media communications; representing the assemblyman at special events, and public speaking. Meeting with stakeholders and cultivating relationships with advocacy groups and members of the community.

**BERGIDA FOR VA STATE SENATE, Political Advisor** Jan.-Jun. 2023  
Advised and supported the manager and candidate on political strategy, campaign policies, procedures, communications, and problem solving.

**GRAYSTONE PUBLIC AFFAIRS, Directing Field Manager** Sept.-Dec. 2022  
Executed the client's campaign goals for voter contact by building a small staff into a team of 78 highly trained canvassers, managing all aspects of HR paperwork, onboarding, training, and quality control; completing 100,610 doors knocked in just over two months through hard work and a consistent strategy. Managed post-election ballot curing operations for the campaign and executed high numbers of ballot corrections with speed and efficiency.

**JOHN A. RUNTE, ATTORNEY AT LAW, Office Administrator** 2021-2022  
Directed and executed office-wide modernization and streamlined case management systems and office administration processes. Conducted legal research, trial preparations, and maintained excellent attorney-client relationships and outside agencies.

**DISTRICT ATTORNEY OF CALAVERAS COUNTY, Service Specialist** 2018-2021  
Served as office administrator and records specialist. Managed felony, misdemeanor, and civil case loads from beginning to final stages, including coordinating jury trials and grand jury. Received training in environmental crimes and policy, sexual crimes, civil litigation, and juvenile related laws.

**CA REPUBLICAN PARTY EXECUTIVE COMMITTEE, Area Chair** 2019-2021  
Unanimously voted into office by five county central committees chairs in the region to represent them on the CAGOP Executive Committee.

**CALAVERAS CO. REPUBLICAN PARTY, Chairwoman** 2019-2021  
Successfully led and directed the county party by growing a robust donor base, planned large fundraising and community events, recruited, and trained volunteers, bolstered voter registration, and supported local and statewide candidates and campaigns. Directed other committee members on matters such as membership records, budgets, policy, and political strategy.

**CALAVERAS CO. REPUBLICAN PARTY, 2nd Vice Chair** 2017-2019  
Maintained membership records, provided political strategy advice, and planned and organized special speakers for events and meetings.

**MEUSER FOR SECRETARY OF STATE, Scheduling Coordinator** 2017-2018  
Managed and built the candidate's busy statewide schedule, assessed incoming speaking requests, and conducted outreach for speaking engagements. Directed communications and talking points for media interviews, organized and coordinated fundraisers, and served as a spokesperson/surrogate at large events.

**REDKEY GORDON LAW CORP., Legal Secretary** 2016-2017  
Managed and coordinated full schedules for multiple attorneys for two separate offices. Maintained a smoothly operating office and had a reputation for building business relationships with partnering doctors and healthcare professionals while delivering excellent personalized services for clients.

**TED CRUZ FOR PRESIDENT, County Co-Chair** Feb.-May 2016  
Recruited and led supporters and grassroots volunteers to build vibrant support on the local level aligned with goals set by state campaign leadership; raised funds, organized events and meetings, and trained volunteers.

**CALIFORNIA REPUBLICAN PARTY, Delegate** 2016-Date  
Attending state party conventions and keeping abreast of party matters and issues; networking and informing other delegates on the issues and their impact on the California Republican Party as a whole.

**ESTATE PLANNING LAW CENTER, Legal Receptionist** Aug.-Nov. 2016  
Executed general office administration, scheduling, communications, drafted legal documents, provided client services, and planned meetings.

**IMPOSSIBLE MISSION ENTERPRISES, Co-Owner Operator** 2008-2016  
Managed and executed work assignments by listening to client needs and concerns; created appropriate workflows and provided estimates and bids to the client. Maintained excellent client relationships and met business goals.

**GOLD CANYON CANDLE CO., Sales Representative** 2005-2008  
Managed inventory, organized show events, produced marketing demonstration videos, composed business communications, gave sales demonstrations, and maintained excellent client relationships.

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- Formal Political Training:**
- **Campaign Leadership College 2022, Leadership Institute, Arlington, VA**
  - **Various CA Republican Party Campaign Management and Political Workshops**
- Education:**
- **Some College | Highschool Graduate: Class of 2005**
- Special Skills:**
- **South Korean Language (Level 1)**
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**Other Experience:**

**INTERNATIONAL DEMOCRATIC UNION CONFERENCE, Support Staff**  
Served as liaison for international conservative party delegates and event coordinators; assisted with speaker panels, facilitated group discussions for delegates from foreign counties, answered questions and provided language terminologies and explained the American political system and foreign policy.

**SAMARITAN'S PURSE MINISTRIES, Volunteer**