



Dynamic professional with a proven history as an executive assistant, government and community relations specialist, and special projects director. Over 12 years of experience in these roles, demonstrating expertise in coordinating executive activities, navigating government relationships at all levels, and spearheading impactful projects within the community. Skilled in managing multifaceted initiatives, collaborating with diverse stakeholders, and achieving organizational objectives in both the public and private sector. Adept at fostering unity and purpose within teams while adhering to governance structures.

- Professional Strengths -

Project Management – Government Relations – Stakeholder Engagement – Advocacy –
Legislative Affairs – Event Planning & Execution

Experience

Director of Special Projects/ Government Relations

Cincinnati Business Committee, Cincinnati, OH

December 2019– June 2024

- Serve as a project manager and provided ongoing support of CBC/CRBC Board and Committee meeting (in areas of economic development, public education, and government affairs) as well as Membership functions.
- Lead, manage, and execute the initiatives of Government Affairs and Governance and Membership Committees, which resulted in favorable city and county-level outcomes for the business community.
- Governance and Membership efforts increased membership growth and engagement and contributed to progressing the organization's mission and long-term success.
- Experienced in spearheading and successfully completing diverse and high-impact special projects.

Executive Assistant & Government Relations

Cincinnati Business Committee, Cincinnati, OH

October 2016–December 2019

- Oversaw and efficiently executed comprehensive administrative responsibilities within the office environment.
- Responsible for all aspects of management of C-suite level Board of Directors, including planning meetings, preparing pre-read materials, drafting talking points and taking minutes.
- Directly collaborated with the President and Vice President to strategize, coordinate, and implement Government Affairs initiatives, policies, and advocacy efforts.
- Acted as a proficient project manager, offering comprehensive support across economic development, public education, and government affairs initiatives.

Deputy District Director

Office of Former Congressman Steve Chabot (OH-01), Cincinnati, OH

April 2014–October 2016

- Managed day-to-day administrative duties of fast-paced district offices. Planned and managed outreach activities between the Congressman and external stakeholders, including Hamilton and Warren County elected officials, community leaders, and constituents.
- Tracked local concerns and developments in the district while communicating promptly and effectively with constituents to address their needs on the Congressman's behalf.
- Served as acting District Director, as needed.

Director of Scheduling & Administration

Office of Former Congressman Steve Chabot (OH-01). Washington, DC.

January 2011 - April 2014

- Coordinated the Congressman's daily schedule, travel, accounting, correspondence, and compliance with federal regulations.
- Recruited, trained, and supervised staff assistants and interns.
- Prepared office objectives regarding budgets, strategies, and personnel matters.
- Worked with fellow Directors to streamline office procedures and procure upgrades to office equipment and software.

Education

Bellarmine University. *Louisville, KY*

Aug 2006 - May 2010

- Bachelor of Arts degree. Major in Psychology, minor in Criminal Justice GPA: 3.42.
- Dean's List - 2007, 2008, 2009, 2010