

KIERSTIN ROSE

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Knoxville, TN
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256-585-4053

EDUCATION

Liberty University

Master of Public Administration

Lynchburg, VA

August 2023 – December 2024

- Concentration in Law and Public Policy
- Courses included: Public Policy Analysis, Fundamentals of Public Administration, and Foundations of Law

University of Richmond School of Law

33 Hours of Coursework toward Juris Doctor

Richmond, VA

August 2022 – May 2023

- Member, Federalist Society; Richmond Women's Law
- Participant, Moot Court Competition
- Courses included: Constitutional Law, Legal Research, Legal Writing, and Legislation and Regulation

Jacksonville State University

Bachelor of Social Work, magna cum laude

Jacksonville, AL

May 2022

- Honors College Graduate
 - Honors Project: COVID-19 Policy Analysis
 - Member, Honors College; Social Work Club
 - Courses included: Introduction to Research and Writing, Cultural Competency, and Introduction to Public Policy
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EXPERIENCE

East Tennessee Spine and Sport Physical Therapy

Full Time

10966 Spring Bluff Way

Knoxville, TN 37926

Lead Front Office Coordinator

December 2023 – Current

- Provides scheduling support for six practitioners
- Effectively communicates with other medical provider offices via oral and written communications
- Ensures compliance with current insurance policy and Medicare regulations
- Verifies patient insurance benefits and communicates coverages to patients
- Ensures new hires are trained in the company Electronic Medical Records System, WebPT

Threshold Strategies

Full Time

Remote

Richmond, VA 23238

Canvasser and Field Organizer

September 2023 – November 2023

- Recruited volunteers through events and canvassing
- Contacted supporters via phone calls to provide updates on campaign efforts and upcoming events
- Engaged voters in-person at polling locations and distributed campaign literature
- Addressed voter questions and concerns utilizing campaign talking points
- Provided written summaries of daily activities to campaign leadership

Jos A. Bank*Full Time**Shift Lead and Keyholder***4413 Kingston Pike****Knoxville, TN 37919**

February 2023 – September 2023

- De-escalated customers and addressed complaints in a timely manner
- Called all customers who provided unsatisfactory responses to surveys and attempted to rectify issues
- Attended and participated in all management Zoom meetings and phone calls
- Managed and directed two to three person teams daily
- Ensured store compliance with corporate policies and procedures

Office of Governor Glenn Youngkin*Full Time Internship**Policy and Legislative Affairs Intern***111 East Broad St****Richmond, VA 23219**

May 2023 – July 2023

- Assisted with the planning and execution two ceremonial bill signings and a Juneteenth event
- Crafted legislative summaries regarding state and federal policies
- Wrote and edited public policy identification and analysis papers
- Assisted with stakeholder meetings regarding the Governor's legislative package for the upcoming session
- Acted as a liaison between the policy and legislative affairs office and various state agencies

Virginia Poverty Law Center*Part Time Internship**Pro Bono Bill Tracking***919 E Main St. Suite 610****Richmond, VA 23219**

January 2023 – March 2023

- Attended state legislative committee meetings to track assigned legislation
- Tracked legislation from introduction through the full legislative process
- Researched and briefed expected effects of proposed legislation
- Shadowed lobbyists during legislative committee meetings
- Provided various administrative supports for the lobbyists
- Researched child welfare policy areas

Jacksonville State University*Full Time Internship**Title IX and Student Conduct Case Manager***700 Pelham Rd N****Jacksonville, AL 36265**

January 2022 – May 2022

- Researched Title IX policies and regulations to model university policies after
 - Rewrote and edited university policies regarding incapacitation
 - Planned and executed various campus and community events
 - Managed a caseload of forty to fifty clients
 - Aided the Director in building a response unit consisting of campus and community resources
 - Conducted student conduct hearings and investigations
 - Researched cultural effects of varying policy actions
 - Attended local community meetings to promote community resource centers that partnered with the Title IX and Student Conduct office
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