

Kaleb Kelly

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512-749-2988

PROFESSIONAL EXPERIENCE

The Bockorny Group

Washington D.C.

Staff Assistant

May 2023-present

- Assist with crafting client outreach materials and drafting reports on legislative matters important to clients
- Support the firm's principals in a host of roles including monitoring and reporting on Congressional and governmental agency hearings
- Conduct research in a variety of areas including potential new business opportunities and proposed and existing legislation
- Oversee the firm's office by answering phones, assisting with scheduling, maintaining the office, and other various administrative tasks

Texas State Political Science Department

San Marcos, TX

Graduate Assistant

July 2019-May 2020

- 1 of only 20 students selected to work as a Graduate Assistant in Political Science Department
- Guided students needing help with assignments and exam preparation
- Assisted professors by grading assignments, tests and exams
- Taught class while the professor was on maternity leave

Hays County Board of Elections

San Marcos, TX

Intern

February 2019-May 2019

- Registered citizens to vote in Hays County, Texas
 - Helped coordinate voting facility on Election Day, ensuring effective voting experiences
 - Programmed voting machines and performed general administrative duties
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EDUCATION

Texas State University

May 2021

Master of Arts Political Science

Texas State University

May 2019

Bachelor of Arts in Political Science

Minor in International Studies