

Experience

Board of Director, Maine Right to Life Committee, Remote, 2023-present

- Advised board president and executive director on pro-life policies, networking opportunities, fundraising, and other efforts to promote life
- Independently identified candidate for executive director, who became the new executive director; autonomously identified candidate for grant writer, who is in the process of being considered for the position
- Established relationship and partnership with Let Them Live, a national nonprofit organization that supports life; and built relationship with local Knights of Columbus chapter to coordinate events and fundraisers
- Drafted language for press releases and fundraising materials

Analyst, Natural Resources & Environment, Government Accountability Office, Remote & Boston, MA, 2019-present

- Led the development and execution of a detailed, robust recommendations analysis, which yielded one recommendation to improve the National Institute of Health's administrative processes for animal welfare compliance overseas
- Independently conducted analyses to develop a recommendation for the Department of Defense to determine and seek authority to combat illegal fishing overseas, which was implemented
- Effectively showed strong oral communication skills while briefing the Comptroller General and Capitol Hill requestors, and by leading contentious, lengthy interviews with federal government agencies and external stakeholders
- Autonomously drafted language for Congressional testimony and advised staff on topical information for a second testimony
- Thoughtfully wrote report sections for Congress, which yielded unsolicited positive feedback as high-quality writing
- Collaborate with small and large teams to collect evidence, analyze information, draft reports, and brief Congress
- Consult with internal stakeholder experts to solicit knowledge, generate ideas and collective products, and fill gaps

Research Assistant and Intern, Eating Disorder Coalition, Washington, D.C., 2018

- Developed recommendations for the Department of Health and Human Services to implement the 21st Century Cures Act to improve health care professional training for individuals affected by eating disorders

Correspondence Director, U.S. Senator Susan Collins, Washington, D.C., 2017

Intern, Maine, 2012-2015

- Proactively and independently initiated and led monthly meetings with 100 Senate correspondence directors to streamline correspondence processes across the Senate, which developed a best practice that is still active today

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- Managed nine legislative correspondents, which demonstrates my strong people values to ensure efficient correspondence processes
- Drafted, edited and approved thousands of high-quality correspondence personally approved by the Senator, which provided high-quality information and communication to constituents
- Directed the distribution of 1,000-20,000+ legislative correspondences, cases, and requests weekly while working in a team environment and leveraging strong oral communication skills
- Effectively communicated to the Senator, senior staff, colleagues, and constituents on correspondence related topics
- Served as a liaison to six state offices in Maine about casework requests to ensure effective processes for constituent services, which demonstrates my strong collaboration and teamwork skills
- Independently trained and supervised interns, which shows my strong mentorship skills and my ability to work with others

Staff Assistant, U.S. Senate Aging Committee, Chairwoman Susan Collins, Washington, D.C., 2015-2017

- Managed the Senator's briefing materials and prepared quality draft documents for 16 committee hearings regarding issues affecting older Americans, while working well in a team environment
- Independently drafted opening/closing statements for the Senator, witness testimony summaries, witness biographies and introductions to brief and prepare Senator for hearings
- Collaborated with Government Accountability Office staff on research projects to raise awareness about issues disproportionately affecting seniors

Volunteer, Mercy International Association, United Nations, New York, NY, 2013-2015

- Developed talking points and briefed Assistant Secretary General on the impacts of fracking and mining on drinking water to help inform key decisions at the United Nations

Education

- Masters of Public Policy, University of Maryland at College Park
- Bachelor of Arts in Political Science, Saint Joseph's College of Maine

Additional Skills

- Maine state government experience
- Political campaign experience