

XXXXXXX XXXXXX

Washington, D.C. | XXX-XXX-XXXX | EMAIL | LINKEDIN URL

**Veterans Outreach & Advocate - Government Affairs - Congressional Liaison - Public Relations
Legislative Assignment - Director/Assistant Director**

SUMMARY

Legislative Associate with the Marine Corps Reserve Association (MCRA) / Chapter Commander of the Military Order of the Purple Heart (MOPH) & The Military Coalition (TMC)

A tested executive professional who has proven experience in military congressional and legislative affairs and is a Military Veteran with a history of working on Capitol Hill in a variety of settings. Six years serving with the United States Marine Corps and has been recognized as a high-energy leader with excellent communication skills and a reputation for integrity and organizational abilities, focused on achieving results. Driven to accelerate programs and activities that are designed to create and strengthen the dialogue between policymakers on the Hill while informing and educating legislators and their staffs. A history of commitment to a high quality of work, discretion, sound judgment, strong interpersonal skills who also possesses a keen business acumen.

Consolidated View of Demonstrated Leadership Successes—VSE Corporation

- Realized \$250K in additional tax credits per year - implemented a company-wide policy that the first 6 months.
- Won the Department of Labor (DO) Inaugural HIRE VETS medallion award for large size companies.
- Integral part of the executive team tasked with redesigning the corporate website - successfully designed the Veterans Resource sub-page and further set up a Veteran's Outreach Specialist.

AREAS OF EXPERTISE

Corporate Policy ▪ Organizational & Business Goals ▪ Program Planning & Execution ▪ Analysis & Monitoring
Internal & External Relations ▪ Project Research ▪ Compilation & Distribution of Reports ▪ Federal Systems
Global & Domestic Community & Outreach Events ▪ Contracts & Compliance ▪ Military Recruitment
Technology & Database Systems ▪ Logistics & Planning ▪ Senate & House Floor Proceedings
Hearing Summaries ▪ Meeting Preparation ▪ Congressional Correspondence ▪ Legislative Tracking

PROFESSIONAL HISTORY

**Current: SR. CORRESPONDENT/STAFF ASSISTANT ▪ Office of the Assistant Secretary/Chief Information Officer
U.S. Department of Veterans Affairs, Washington, DC ▪ 10/2019 – Present**

Supports the administrative and logistical aspects of the day-to-day operations. 'Right-hand person' to the CIO. Accompanies the executive around the country for scheduled VA medical facility visits.

➤ **Key Responsibilities:**

- **Written Communications & Scheduling**—Crafts clear and concise talking points and white papers.
- **Detailed Scheduling & Planning**—Oversees, coordinates and schedules meetings.
- **Policy Recommendations**—Analyzes and provides new policy input.

OFFICE MANAGER/EXECUTIVE ASSISTANT ▪ Washington Nationals, Washington, DC ▪ 06/2019 – 10/2019

Reported directly to the Senior Vice President. Assisted with coordinating the post-season task list and tracking across all departments. Oversaw all VIP coordination as well as numerous staff and interns.

➤ **Key Responsibilities:**

- **Staff Management**—Directed 5 employees and mentored several interns.
- **Contract Management**—Processed and assisted with final approval of stadium contracts.
- **Administrative**—Coordinated executive-level meetings including agenda setting and meal accommodations.

ASST. DIRECTOR OF VETERAN OUTREACH/MILITARY RECRUITER • VSE Corporation, Alexandria, VA • 2017 – 2019
Responsible for fostering seamless service and support to military and veteran hires. Consults with C-Suite Executives to meet the company objective of maintaining a 20% veteran workforce among 2500+ employees world-wide. Saved \$250K each year in tax incentives by implementing company-wide screening of WOTC (Work Opportunity Tax Credit) for new hires.

➤ **Key Responsibilities:**

- **Program Development**—Assisted with the logistics of developing the Advocacy and Hiring Program.
- **Monitoring & Tracking**—Examines legislative developments regarding the Work Opportunity Tax Credit and collaborates with stakeholders about potential changes.
- **Compliance & Regulation**—Assists to ensure the Office of Federal Contract Compliance Programs (OFCCP) guidelines are met. Utilizes expert-level knowledge of the I9 and E-Verify process.
- **Event Planning & Recruitment**—Coordinates charity and community outreach events including all budgeting, extensive details and engagement with stakeholders. Regularly attends career fairs across the region to find and recruit top talent.
- **Media & Public Relations**—Disseminates messages across multiple platforms and target audiences.

LEGISLATIVE ASSISTANT • Marine Corps Reserve Association/Military Order of the Purple Heart • 2017 – Present
Fosters the mission of both organizations through legislative efforts on Capitol Hill as well as the planning and coordination of specialized events that directly affect the veteran members and their families. Represents and attends both the Joint Leadership Council (JLC) on behalf of MOPH and The Military Coalition (TMC) meetings on behalf of MCRA. Acts as a Congressional Liaison between Congressional staff and the TMC.

➤ **Key Responsibilities:**

- **Lobbying Efforts**—Develops position papers for use on Capitol Hill as well as point papers, quarterly briefings, meeting memo preparation and legislative agenda to be used in the Virginia General Assembly/Capitol Hill.
- **Veteran Outreach**—Coordinates monthly visits to Walter Reed Medical Center for injured service-members.
- **Event Coordination**—Highly involved in the planning and coordination of the 2018 cross country “Purple Heart Truck run” and the Annual “National Purple Heart Day” celebration at Mount Vernon. Planned and managed all aspects of the 3rd and 4th Annual Veterans in the Vineyard; a fundraiser for the Yellow Ribbon Fund.

LEGISLATIVE INTERNSHIP • Iraq and Afghanistan Veterans of America, Fairfax, VA • 04/2017 – 08/2017

Furthered an understanding of how policy is formed and practiced, the tracking and analyzation of new legislation, the study and drafting of legislative documents and assisting to represent IAVA to the public and policy community. Acted as a liaison with committee and agency staff.

➤ **Key Responsibilities:**

- **Planning & Support**—Developed and planned legislative initiatives, gathered support for a bill or amendment from other members and interest groups.
- **Monitoring & Tracking**—Analyzed new developments within the Committee’s and on the House floor; up-dated within the Salesforce software.
- Provides information on and generates ideas for press, mass mailings, and newsletters.

EDUCATION & ORGANIZATIONAL INVOLVEMENTS

George Mason University, Political Communication, 3.7 GPA
Assistant Director Veteran Outreach
Chapter Commander of 353 Military Order of the Purple Heart (MOPH)
Senior Vice Commander for Department of Virginia (MOPH)
Legislative Associate on Behalf of Marine Corps Reserve Assoc. (MCRA)