

Kathryn E. Heitman

W1397 – 64th Street • Lyndon Station, WI 53944 • (763)-242-1605 • kathryn.heitman@hotmail.com

PROFESSIONAL EXPERIENCE

Wisconsin State Assembly – Offices of Representatives: Samantha Kerkman (2015-16), Ed Brooks (2017-18), Tony Kurtz (2019-21), Ron Tusler (2021-present)

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| Research Assistant – Madison, WI | 01/2021-Present |
| Committee Clerk – Madison, WI | 04/2021-Present |
| Legislative Assistant – Madison, WI | 01/2015-12/2020 |
- ◆ Responsible for overseeing the passage of 7 bills, including a rewrite of the five chapters of statutes on business law during the 2021-22 session; 13 bills through the Wisconsin State Assembly and the enactment of 6 bills into law for a Republican freshman under a Democratic Governor during the 2019-20 session; one bill from 2017-18 legislative session enacted into law; and two bills from 2015-16 legislative session enacted into law
 - ◆ Clerked the Assembly Committee on Judiciary, overseeing 50 different pieces of legislation or administrative rules, being the 10th busiest committee in the Assembly out of 46 committees total for the 2021-22 session
 - ◆ Managed committee work for six committees and two Speaker's Task Forces during the 2019-20 session
 - ◆ Administered all clerical tasks in offices, including office budget, calendar, and delegated work to interns and other assistants and supervised colleagues in the execution of their duties and responsibilities.
 - ◆ Worked with state agency liaisons and legislative attorneys to solve problems for constituents
 - ◆ Worked with the Uniform Law Commission liaisons to assist in planning events during their 2021 Annual Meeting which was held in Madison, Wisconsin; worked with the Chief Justice of the Wisconsin State Supreme Court to plan events for the 2015 and 2016 Kenosha County Law Day.
 - ◆ Drafted constituent responses, bill summaries, press releases, letters to the editor, and more in each office

Ron Johnson for Senate, Inc.

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|------------------------------------|-----------------|
| Central Grassroots Director | 08/2022-11/2022 |
|------------------------------------|-----------------|
- ◆ Specifically recruited by the Campaign Manager to cover a territory of the following counties: Adams, Juneau, Monroe, Portage and Wood
 - ◆ Acted as a liaison for the county parties and the campaign; assisted when they were lacking volunteers and provided resources – literature and merchandise – for them to hand out
 - ◆ Assisted with the Field Operation implementation, as well as, strategic development of the voter contact operations in my territory
 - ◆ Coordinated and collaborated with overlapping entities to get the most out of our operation whether it was with the Republican National Committee's Victory program, the Congressional campaigns, the other statewide office campaigns or the Assembly and State Senate campaigns
 - ◆ Assisted in onboarding new staff and recruitment of volunteers
 - ◆ Responsible for crowd building and advancing six *Ron on the Road* Bus Tour stops: Mauston (a last minute add), Viroqua, Sparta, Marshfield, Adams, and Stevens Point

Republican Assembly Campaign Committee – Tony Kurtz for Assembly (2018), Ed Brooks for Assembly (2016)

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| Campaign Manager – Reedsburg, WI | 05/2018-11/2018 |
| Deputy Campaign Manager – Reedsburg, WI | 08/2016-11/2016 |
- ◆ Won each race managed for the 50th Assembly District by double digits, despite being outspent each time
 - ◆ Crafted a campaign plan from scratch and executed strategy
 - ◆ Organized volunteers into assisting with various duties: doors, parades, phone calls, and mailers.
 - ◆ Acted as a liaison between the candidate and the legislative campaign committee
 - ◆ Approved campaign materials including radio, direct mail, door literature, and social media posts
 - ◆ Planned fundraisers and uploaded campaign finance reports to the Wisconsin Ethics Commission

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Oshkosh Defense, a Division of Oshkosh Corporation – Contract Administrator (2012-2015), Sales Administrator (2008-2012)

Contract Administrator - Oshkosh, WI

04/2012 – 01/2015

- ◆ Engaged in project management skills for contract proposals across all Defense vehicle platforms, managed the sustainment portion of the Joint Light Tactical Vehicle (JLTV) proposal
- ◆ Facilitated proposal kick-off meetings, hand-off meetings, status meeting & oversaw cross-functional teams to ensure all inputs are received on time
- ◆ Simultaneously supported contract negotiations and supervised inputs for multiple contract proposals
- ◆ Assisted in decreasing turnaround time for proposal submission from 60+ business days to 29 business days
- ◆ Assisted in increasing the on-time proposal percentages from an annual average of 45% to 70%
- ◆ Reviewed, proof read, and edited inputs from estimators at each step in the process

Sales Administrator – Oshkosh, WI

02/2008 - 04/2012

- ◆ Main point of contact for customers in the United Kingdom and colleagues in the United States – utilized as an expert on these programs by senior management
- ◆ Assisted with the development and design of the electronic ordering system, P2P
- ◆ Knowledgeable of export compliance laws, regulations, and various international Incoterms
- ◆ Placed orders, monitored stock, created daily/weekly/monthly status reports
- ◆ Implemented weekly consolidated shipments to the UK from the US for economically shipping
- ◆ Recovered nearly £125,000 in outstanding payments and eliminated \$25K of unnecessary stock

Other Notable Experiences:

Duck Driver and Tour Guide, Wisconsin Dells, WI

Summers 2004-2007

St. Norbert College Football Team Manager, De Pere, WI

Academic Years 2003-2007

EDUCATION & CERTIFICATES

Michigan Technological University, Houghton, MI
Master of Business Administration, August 2013
Global Residency: Bangalore, India

La Follette School of Public Affairs at UW-Madison, Madison, WI
Wisconsin Women in Government Leadership Seminar Graduate, March 2022

St. Norbert College, De Pere, WI
Bachelor of Arts, May 2007
Majors: Political Science and History Concentration: European History

University of Wisconsin-Extension, Juneau County, Mauston, WI
Advanced Leadership Program Graduate, 2017-18

INTERNATIONAL EXPERIENCES

Participant, Habitat for Humanity's Global Village, Craiova, Romania, August 2007

- Learned unfamiliar skills and how to function in an environment high in ambiguity

Participant, United Nations Seminar, New York, New York, May 2007

- Formulated diplomatic questions and answers in a professional manner
- Interacted with a variety of individuals from around the world

Political Intern, Westminster Parliament, London, England, January-May 2006

- Prioritized and managed numerous projects in various stages of completion
- Served as a postal vote scrutinizer to ensure fair voting in the Local Elections