

ABBEY SCHROEDER

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Employment

U.S. Representative David Schweikert's D.C. Congressional Office
Staff Assistant

April 2022 – June 2022

- Coordinated constituent services including tour requests, flag requests, calls, and constituent mail
- Supervised four interns and scheduled their day to day operations with the office
- Performed daily batching in IQ and continued correspondence with constituents

Williams & Jensen, PLLC

January 2021 – April 2022

- Legislative Analyst

- Wrote detailed summary reports covering congressional hearings and client related events
- Researched and reported weekly on a policy portfolio including energy, infrastructure, cybersecurity, transportation, privacy, trade, appropriations, and retirement & pensions

- Executive Assistant to the Firm's CEO

July 2021 – October 2021

- Managed the CEO's active calendar by tracking and following up on meeting requests
- Organized and provided support for in person and virtual meetings

U.S. Senator Martha McSally's Phoenix Congressional Office

September 2019- December 2020

- Grants and Federal Resources Coordinator

- Direct liaison between state and local government, federal agencies, and our D.C. legislative team
- Drafted and submitted 40+ letters of support upon the Senator's approval, which led to securing funds in key areas of transportation, economic development, COVID-19 relief and education
- Primary outreach contact for rural counties, East Valley cities, Young Women's and Aging issues

Training: Obtained the State Staff Research Fundamentals certificate from the Senate library, which facilitated in-depth constituent grant and policy research.

- Young Women's Outreach Coordinator

- Built and maintained relationships on behalf of the office with groups across the state in areas of anti- human trafficking efforts, non-profits, STEM, women's issues and youth related issues
- Assisted in coordinating, planning, and staffing the Senator during her state work periods

Deputy Communications Director

2020 Victory Center Project

June 2018- December 2018

- Oversaw project implementation supporting national causes and candidates in battleground states through innovative political marketing strategies
- Maintained clients' message consistency over multiple digital platforms

Field Organizer for LD 26, LD 15, and ASU Recruitment

Arizona Republican Party

December 2017- June 2018

- Recruited, trained, managed, and mentored interns and volunteers around the valley
- Mobilized the East Valley to help win the CD 8 2018 special election for Debbie Lesko

Education

Arizona State University- Summa Cum Laude

May 2020

B.S. in Political Science and B.S. in Public Policy and Public Service (Law) with a minor in Philosophy