

SUMMARY

Experienced government affairs and communications professional, specializing in building and nurturing strategic relationships. 10+ years experience in client relations, sales, public information, journalism, database management, conflict resolution/customer mitigation, and client advocacy.

SKILLS

- Client Service & Rapport
- Sales | Business Development
- Project Analysis
- Issue Resolution
- Writing News Articles and Press Releases
- Public Speaking
- Elections & Voting
- Campaign Strategies
- Community Outreach
- Government Affairs
- Global Studies | International affairs
- Issue Advocacy
- Journalism | Media | Communications
- Leadership
- Legislative Liaison
- Diplomacy | Negotiations
- Political Analysis
- Public Relations
- Employee Management
- Project Management
- Content Management
- Customer Relationship Management
- Research
- Social Media Content Creation

EXPERIENCE

FOUNDER | LEAD CONSULTANT | 12/2016 to Current **Selkirk Strategies - Spokane, WA**

Contract, part-time work

Key Accomplishments:

- Managed successful school board campaign
- Established relationships with local political leaders
- Created and executed media appearances
- Drafted press releases
- Designed campaign signs/logo
- Helped candidate craft and articulate policy positions
- Contacted voters
- Assisted candidate with filing process
- Oversaw campaign's social media pages

CLERK II | 09/2015 to 08/2017 **City of Spokane Public Defenders Office - Spokane, WA**

Key Accomplishments:

- Managed scheduling for 20 attorneys
- Assisted attorneys and judges
- Served hundreds of clients
- Created and dispensed public information/notices
- Database management
- Served as liaison for clients to access social services
- Worked with partner organizations and other government agencies to improve City's Community Court system for homeless defendants
- Ensured compliance with municipal court policies and applicable local, state, and federal laws

RENTAL AGENT | RETURN AGENT | 05/2015 to 09/2015

EDUCATION AND TRAINING

Enterprise Holdings - Spokane, WA

Key Accomplishments:

- Made thousands of dollars in sales
- Managed fleet inventory
- Conducted vehicle inspections
- Mitigated customer dissatisfaction
- Ensured compliance with applicable laws and company policies

FRONT OFFICE MANAGER | BILLING MANAGER | 03/2013 to 05/2015

Acranet - Spokane, WA

Key Accomplishments:

- Managed billing/sales for all orders
- Created and disseminated public information/notices
- Assisted clients and the public with consumer rights information (Fair Credit Reporting Act)
- Established long-term relationships with clients, individuals and corporate accounts
- Conducted in-depth research and background checks
- Served as third-party liaison between landlords and applicants
- Ensured compliance with state and federal privacy laws

Portland State University - Portland, OR

Master of Science

Political Science And Government, **Expected in 12/2021**

- Classes in American politics and Comparative politics
- In-depth research projects focused on elections, campaigning, and international relations

Eastern Washington University - Cheney, WA

Bachelor of Arts

Government, **08/2012**

- Major in **Government**
- Minor in **Journalism**
- **Certificate in Asia Studies**