

Last Name	First Name	Organization	Position	Pay Plan & Series	Grade
ABBEY	TRISTAN	OFC OF NUCLEAR SECURITY AND NATIONAL NUCLEAR SECURITY	ASSISTANT TO THE SECRETARY	GS-0301	14
ABBEY	TRISTAN	OFC OF ENERGY POLICY AND SYSTEMS ANALYSIS	SENIOR ANALYST FOR ENERGY SECURITY	GS-0301	14
ALMSTEAD	DEIDRE	OFC OF MANAGEMENT	DIRECTOR OF SCHEDULING	GS-0301	14
BIS	JUSTIN	GENERAL COUNSEL	ASSISTANT TO THE SECRETARY	GS-0301	10
BOWDIDGE	SIDNEY	OFC OF ENERGY EFFICIENCY AND RENEWABLE ENERGY	ASSISTANT TO THE SECRETARY	GS-0301	12
BROWN	GARY	OFC OF THE GENERAL COUNSEL	DEPUTY GENERAL COUNSEL FOR COMPLIANCE	ES-0905	-
BROWN	GARY	OFC OF THE GENERAL COUNSEL	EXECUTIVE ADVISOR	ES-0905	-
BUCHAN	SAMUEL	OFC OF INTERNATIONAL AFFAIRS	ASSISTANT TO THE SECRETARY	GS-0301	12
BUCHAN	SAMUEL	OFC OF INTERNATIONAL AFFAIRS	SPECIAL ADVISOR	GS-0301	12
BUDD	HUNTER	OFC OF THE SECRETARY	ASSISTANT TO THE SECRETARY	GS-0301	10
BUDD	HUNTER	OFC OF THE SECRETARY	SPECIAL ASSISTANT TO THE WHITE HOUSE LIAISON	GS-0301	11
CAMPBELL	JOSHUA	GENERAL COUNSEL	ASSISTANT TO THE SECRETARY	GS-0301	15
DANNENFELSER	MARTIN	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	DEPUTY ASSISTANT SECRETARY FOR HOUSE AFFAIRS	ES-0301	-
DANNENFELSER	MARTIN	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	ASSISTANT TO THE SECRETARY	GS-0301	15
FETTERLY	BRETT	OFC OF THE SECRETARY	ASSISTANT TO THE SECRETARY	GS-0301	11
FIBBE	GEORGE	OFC OF THE GENERAL COUNSEL	DEPUTY GENERAL COUNSEL FOR LITIGATION, REGULATION AND ENFORCEMENT	ES-0905	-
FISHER	TRAVIS	OFC OF ELECTRICITY DELIVERY AND ENERGY RELIABILITY	SENIOR ADVISOR	GS-0301	14
FISHER	TRAVIS	OFC OF ENERGY EFFICIENCY AND RENEWABLE ENERGY	ASSISTANT TO THE SECRETARY	GS-0301	13
GARRISH	THEODORE	OFC OF THE SECRETARY	SENIOR ADVISOR	ES-0301	-
GERDES	STANLEY	OFC OF MANAGEMENT	DIRECTOR, SCHEDULING AND ADVANCE	GS-0301	15
GERDES	STANLEY	OFC OF THE SECRETARY	ASSISTANT TO THE SECRETARY	GS-0301	14
GREEN	WILLIAM	OFC OF ENVIRONMENTAL MANAGEMENT	ASSISTANT TO THE SECRETARY	GS-0301	15
GRIFFITH	PRESTON	OFC OF THE SECRETARY	SENIOR WHITE HOUSE ADVISOR	ES-0301	00
HABANSKY	SARAH	OFC OF PUBLIC AFFAIRS	DEPUTY DIRECTOR, OFFICE OF PUBLIC AFFAIRS	GS-0301	15

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Last Name	First Name	Organization	Position	Pay Plan & Series	Grade
HABANSKY	SARAH	OFC OF PUBLIC AFFAIRS	PUBLIC AFFAIRS SPECIALIST	GS-0301	15
HADDAD	ZEAD	OFC OF THE SECRETARY	POLICY ADVISOR AND SPECIAL ASSISTANT TO THE DEPUTY CHIEFS OF STAFF	GS-0301	15
HAUS	ROBERT	OFC OF PUBLIC AFFAIRS	DIRECTOR OF PUBLIC AFFAIRS	ES-0301	-
HAUS	ROBERT	OFC OF PUBLIC AFFAIRS	PUBLIC AFFAIRS SPECIALIST	GS-0301	14
HENSLEY	KAYLA	OFC OF PUBLIC AFFAIRS	DIGITAL STRATEGY ADVISOR	GS-0301	13
HENSLEY	KAYLA	OFC OF PUBLIC AFFAIRS	ASSISTANT TO THE SECRETARY	GS-0301	10
HYNES	SHAYLYN	OFC OF PUBLIC AFFAIRS	PRESS SECRETARY	GS-0301	14
JARRELL	ROGER	OFC OF ENVIRONMENTAL MANAGEMENT	SENIOR ADVISOR	GS-0301	15
JARRELL	ROGER	OFC OF MANAGEMENT	ASSISTANT TO THE SECRETARY	GS-0301	15
JAWOROWSKI	SUZANNE	OFC OF NUCLEAR ENERGY	SENIOR ADVISOR AND CHIEF OF STAFF	GS-0301	15
JAWOROWSKI	SUZANNE	OFC OF ENERGY EFFICIENCY AND RENEWABLE ENERGY	ASSISTANT TO THE SECRETARY	GS-0301	15
JEREZA	CATHERINE	OFC OF ELECTRICITY DELIVERY AND ENERGY RELIABILITY	DEPUTY ASSISTANT SECRETARY FOR TRANSMISSION PERMITTING & TECHNICAL ASSISTANCE	ES-0301	-
JEWELL	MATTHEW	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	LEGISLATIVE AFFAIRS ADVISOR	GS-0301	11
JOHNSON	PATRICK	OFC OF THE SECRETARY	ASSISTANT TO THE SECRETARY	GS-0301	13
JONES	JOSHUA	OFC OF MANAGEMENT	SENIOR ADVISOR FOR SPECIAL PROJECTS	GS-0301	15
JONES	SUSANNE	OFC OF THE SECRETARY	SPECIAL ASSISTANT TO THE DEPUTY CHIEFS OF STAFF	GS-0301	12
KELLOGG	BRYAN	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	ADVISOR FOR INTERGOVERNMENTAL & EXTERNAL AFFAIRS	GS-0301	11
KTENAS	BIANCA	OFC OF PUBLIC AFFAIRS	PRESS ASSISTANT	GS-0301	09
KUNKEL	MATTHEW	OFC OF ENERGY EFFICIENCY & RENEWABLE ENERGY	SENIOR ADVISOR FOR EXTERNAL AFFAIRS	GS-0301	15
LUTTRELL	MORGAN	OFC OF ENVIRONMENTAL, HEALTH, SAFETY & SECURITY	SENIOR ADVISOR - VETERANS RELATIONS	GS-0301	15
MADDOX	MARK	OFC OF THE SECRETARY	SENIOR POLICY ADVISOR	ES-0301	-
MADDOX	MARK	OFC OF INTERNATIONAL AFFAIRS	ASSISTANT TO THE SECRETARY	GS-0301	15
MAHROUM	ERIC	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	SPECIAL ADVISOR	GS-0301	11
MAHROUM	ERIC	OFC OF THE SECRETARY	ASSISTANT TO THE SECRETARY	GS-0301	10



Last Name	First Name	Organization	Position	Pay Plan & Series	Grade
MATHENEY	DOUGLAS	OFC OF FOSSIL ENERGY	SPECIAL ADVISOR	GS-0301	12
MATHENEY	DOUGLAS	OFC OF MANAGEMENT	ASSISTANT TO THE SECRETARY	GS-0301	10
MCCORMACK	BRIAN	OFC OF THE SECRETARY	CHIEF OF STAFF	ES-0301	-
MCCURDY	JACOB	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	LEGISLATIVE AFFAIRS ADVISOR	GS-0301	11
MCCURDY	JACOB	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	ASSISTANT TO THE SECRETARY	GS-0301	10
MCNAMEE	BERNARD	OFC OF THE GENERAL COUNSEL	DEPUTY GENERAL COUNSEL FOR ENERGY POLICY	ES-0905	-
MITCHELL	KELLY	OFC OF ECONOMIC IMPACT & DIVERSITY	SPECIAL ASSISTANT	GS-0301	9
PLAYFORTH	TAYLOR	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	LEGISLATIVE AFFAIRS ADVISOR	GS-0301	13
PLAYFORTH	TAYLOR	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	ASSISTANT TO THE SECRETARY	GS-0301	13
PLOWFIELD	CAROLE	OFC OF ENERGY POLICY AND SYSTEMS ANALYSIS	SPECIAL ADVISOR	GS-0301	13
SALINAS	MINERVA	OFC OF THE SECRETARY	EXECUTIVE SUPPORT SPECIALIST	GS-0301	13
SHERMAN	JAMES	OFC OF MANAGEMENT	ASSISTANT TO THE SECRETARY	GS-0301	15
SIMMONS	DANIEL	OFC OF ENERGY EFFICIENCY & RENEWABLE ENERGY	PRINCIPAL DEPUTY ASSISTANT SECRETARY	ES-0301	00
SIMMONS	DANIEL	OFC OF CHIEF FINANCIAL OFFICER	ASSISTANT TO THE SECRETARY	GS-0301	15
SNEED	JOHN	OFC OF LOAN PROGRAMS	EXECUTIVE DIRECTOR OF LOAN PROGRAMS	ES-0301	-
SNEED	MICHELLE	SECRETARY OF ENERGY ADVISORY BOARD	DEPUTY DIRECTOR, OFFICE OF SECRETARIAL BOARDS AND COUNCILS	GS-0301	14
SZYMANSKI	JESSICA	OFC OF PUBLIC AFFAIRS	PRESS ASSISTANT	GS-0301	09
TRIPODI	CATHLEEN	OFC OF THE SECRETARY	DIRECTOR OF THE NATIONAL LABORATORY OPERATIONS BOARD	ES-0301	00
TRIPODI	CATHLEEN	OFC OF ADVANCED RESEARCH PROJECTS AGENCY - ENERGY	ASSISTANT TO THE SECRETARY	GS-0301	15
UDDO	JOSEPH	OFC OF THE SECRETARY	WHITE HOUSE LIAISON	GS-0301	15
WALLWORK	LUCAS	OFC OF THE SECRETARY	SPECIAL ASSISTANT TO THE SECRETARY	GS-0303	07
WETZEL	JONATHAN	OFC OF THE SECRETARY	DEPUTY WHITE HOUSE LIAISON	GS-0301	13
WILMOT	DANIEL	OFC OF THE SECRETARY	DEPUTY CHIEF OF STAFF	ES-0301	-
WILMOT	DANIEL	OFC OF THE SECRETARY	ASSISTANT TO THE SECRETARY	GS-0301	15
YUNASKA	KYLE	OFC OF ENERGY POLICY AND SYSTEMS ANALYSIS	SPECIAL ADVISOR	GS-0301	13
YUNASKA	KYLE	OFC OF ENERGY POLICY AND SYSTEMS ANALYSIS	ASSISTANT TO THE SECRETARY	GS-0301	13
PERRY	JAMES	OFC OF THE SECRETARY	SECRETARY OF ENERGY	EX-0301	-

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Any career employee detailed into a leadership office/position since January 20, 2017 to include name, position title, organization, pay plan, series grade (if employee held multiple offices include all) and the originating agency, office and title.

Name: Michelle Laver

Detailed to: Director of Public Affairs

Organization: Office of Public Affairs, Immediate Office of the Director

Pay plan: ES

Series, grade: 0301-00

Originating Agency: Department of Energy

Office: Office of Public Affairs, Immediate Office of the Director

Title: Director for Lab Outreach

	Last Name	First Name	Organization	Position	Pay Plan & Series	Grade
1	ABBEY	TRISTAN	OFC OF NUCLEAR SECURITY AND NATIONAL NUCLEAR SECURITY	ASSISTANT TO THE SECRETARY	GS-0301	14
	ABBEY	TRISTAN	OFC OF ENERGY POLICY AND SYSTEMS ANALYSIS	SENIOR ANALYST FOR ENERGY SECURITY	GS-0301	14
2	BIS	JUSTIN	GENERAL COUNSEL	ASSISTANT TO THE SECRETARY	GS-0301	10
3	BOWDIDGE	SIDNEY	OFC OF ENERGY EFFICIENCY AND RENEWABLE ENERGY	ASSISTANT TO THE SECRETARY	GS-0301	12
4	BROWN	GARY	OFC OF THE GENERAL COUNSEL	DEPUTY GENERAL COUNSEL FOR COMPLIANCE	ES-0905	-
	BROWN	GARY	OFC OF THE GENERAL COUNSEL	EXECUTIVE ADVISOR	ES-0905	-
5	BUCHAN	SAMUEL	OFC OF INTERNATIONAL AFFAIRS	ASSISTANT TO THE SECRETARY	GS-0301	12
	BUCHAN	SAMUEL	OFC OF INTERNATIONAL AFFAIRS	SPECIAL ADVISOR	GS-0301	12
6	BUDD	HUNTER	OFC OF THE SECRETARY	ASSISTANT TO THE SECRETARY	GS-0301	10
	BUDD	HUNTER	OFC OF THE SECRETARY	SPECIAL ASSISTANT TO THE WHITE HOUSE LIAISON	GS-0301	11
7	CAMPBELL	JOSHUA	GENERAL COUNSEL	ASSISTANT TO THE SECRETARY	GS-0301	15
8	DANNENFELSER	MARTIN	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	DEPUTY ASSISTANT SECRETARY FOR HOUSE AFFAIRS	ES-0301	-
	DANNENFELSER	MARTIN	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	ASSISTANT TO THE SECRETARY	GS-0301	15
9	FETTERLY	BRETT	OFC OF THE SECRETARY	ASSISTANT TO THE SECRETARY	GS-0301	11
10	FISHER	TRAVIS	OFC OF ELECTRICITY DELIVERY AND ENERGY RELIABILITY	SENIOR ADVISOR	GS-0301	14
	FISHER	TRAVIS	OFC OF ENERGY EFFICIENCY AND RENEWABLE ENERGY	ASSISTANT TO THE SECRETARY	GS-0301	13
11	GERDES	STANLEY	OFC OF MANAGEMENT	DIRECTOR, SCHEDULING AND ADVANCE	GS-0301	15
	GERDES	STANLEY	OFC OF THE SECRETARY	ASSISTANT TO THE SECRETARY	GS-0301	14
12	GREENE	WILLIAM	OFC OF ENVIRONMENTAL MANAGEMENT	ASSISTANT TO THE SECRETARY	GS-0301	15
13	GRIFFITH	PRESTON	OFC OF THE SECRETARY	SENIOR WHITE HOUSE ADVISOR	ES-0301	00
14	HABANSKY	SARAH	OFC OF PUBLIC AFFAIRS	DEPUTY DIRECTOR, OFFICE OF PUBLIC AFFAIRS	GS-0301	15
	HABANSKY	SARAH	OFC OF PUBLIC AFFAIRS	PUBLIC AFFAIRS SPECIALIST	GS-0301	15
15	HAUS	ROBERT	OFC OF PUBLIC AFFAIRS	DIRECTOR OF PUBLIC AFFAIRS	ES-0301	-
	HAUS	ROBERT	OFC OF PUBLIC AFFAIRS	PUBLIC AFFAIRS SPECIALIST	GS-0301	14
16	HENSLEY	KAYLA	OFC OF PUBLIC AFFAIRS	DIGITAL STRATEGY ADVISOR	GS-0301	13
	HENSLEY	KAYLA	OFC OF PUBLIC AFFAIRS	ASSISTANT TO THE SECRETARY	GS-0301	10
17	JARRELL	ROGER	OFC OF ENVIRONMENTAL MANAGEMENT	SENIOR ADVISOR	GS-0301	15
	JARRELL	ROGER	OFC OF MANAGEMENT	ASSISTANT TO THE SECRETARY	GS-0301	15
18	JAWOROWSKI	SUZANNE	OFC OF NUCLEAR ENERGY	SENIOR ADVISOR AND CHIEF OF STAFF	GS-0301	15
	JAWOROWSKI	SUZANNE	OFC OF ENERGY EFFICIENCY AND RENEWABLE ENERGY	ASSISTANT TO THE SECRETARY	GS-0301	15
19	JOHNSON	PATRICK	OFC OF THE SECRETARY	ASSISTANT TO THE SECRETARY	GS-0301	13

	Last Name	First Name	Organization	Position	Pay Plan & Series	Grade
20	MADDOX	MARK	OFC OF THE SECRETARY	SENIOR POLICY ADVISOR	ES-0301	-
	MADDOX	MARK	OFC OF INTERNATIONAL AFFAIRS	ASSISTANT TO THE SECRETARY	GS-0301	15
21	MAHROUM	ERIC	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	SPECIAL ADVISOR	GS-0301	11
	MAHROUM	ERIC	OFC OF THE SECRETARY	ASSISTANT TO THE SECRETARY	GS-0301	10
22	MATHENEY	DOUGLAS	OFC OF FOSSIL ENERGY	SPECIAL ADVISOR	GS-0301	12
	MATHENEY	DOUGLAS	OFC OF MANAGEMENT	ASSISTANT TO THE SECRETARY	GS-0301	10
23	MCCURDY	JACOB	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	LEGISLATIVE AFFAIRS ADVISOR	GS-0301	11
	MCCURDY	JACOB	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	ASSISTANT TO THE SECRETARY	GS-0301	10
24	PLAYFORTH	TAYLOR	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	LEGISLATIVE AFFAIRS ADVISOR	GS-0301	13
	PLAYFORTH	TAYLOR	OFC OF CONGRESSIONAL & INTERGOVERNMENTAL AFFAIRS	ASSISTANT TO THE SECRETARY	GS-0301	13
25	SHERMAN	JAMES	OFC OF MANAGEMENT	ASSISTANT TO THE SECRETARY	GS-0301	15
26	SIMMONS	DANIEL	OFC OF ENERGY EFFICIENCY & RENEWABLE ENERGY	PRINCIPAL DEPUTY ASSISTANT SECRETARY	ES-0301	00
	SIMMONS	DANIEL	OFC OF CHIEF FINANCIAL OFFICER	ASSISTANT TO THE SECRETARY	GS-0301	15
27	TRIPODI	CATHLEEN	OFC OF THE SECRETARY	DIRECTOR OF THE NATIONAL LABORATORY OPERATIONS BOARD	ES-0301	00
	TRIPODI	CATHLEEN	OFC OF ADVANCED RESEARCH PROJECTS AGENCY - ENERGY	ASSISTANT TO THE SECRETARY	GS-0301	15
28	UDDO	JOSEPH	OFC OF THE SECRETARY	WHITE HOUSE LIAISON	GS-0301	15
29	WILMOT	DANIEL	OFC OF THE SECRETARY	DEPUTY CHIEF OF STAFF	ES-0301	-
	WILMOT	DANIEL	OFC OF THE SECRETARY	ASSISTANT TO THE SECRETARY	GS-0301	15
30	YUNASKA	KYLE	OFC OF ENERGY POLICY AND SYSTEMS ANALYSIS	SPECIAL ADVISOR	GS-0301	13
	YUNASKA	KYLE	OFC OF ENERGY POLICY AND SYSTEMS ANALYSIS	ASSISTANT TO THE SECRETARY	GS-0301	13

## TRISTAN ABBEY

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CLEARANCE (b) (6)EXPERIENCE**U.S. Senate Committee on Energy & Natural Resources (August 2012-present)***Senior Professional Staff (from 2015), Professional Staff (from 2012)*

- Lead staffer: expedite LNG projects, approve Keystone XL and other cross-border infrastructure, modernize SPR, monitor Iran/Russia energy sanctions.
- Conceived, planned, and executed successfully the strategy to repeal the oil export ban.
- Manage the oil and gas portfolio for Chairman Lisa Murkowski: draft legislation, organize hearings, write speeches/op-eds, lead author of white paper series on energy security.
- Extensive interaction with public policy think-tanks (Heritage Foundation, etc.), universities, and the Departments of State, Defense, Energy, Interior, Commerce; FERC, Intelligence Community, EIA, and US Embassies.
- Staff delegation trips to Saudi Arabia (2x), Qatar, Oman, Algeria, Canada, and Liberia.

**Independent Analyst (2009-2012)**

- During graduate school (see below), provided geopolitical risk and financial market analysis to the **Crumpton Group** during Turkish and Thai political-military crises in 2010.
- Obtained a **Thiel Foundation** research grant in 2011 to interview two dozen ambassadors from Singapore, Switzerland, Turkey, and other nations.
- Analyzed member contributions to NATO, the pivot to Asia, and allied missile defense for the **American Action Forum** in 2012.
- Edited the anthology *Ordering Chaos: Conversations on National Security in the 21<sup>st</sup> Century*, featuring interviews with over 25 ambassadors, military/intelligence and cabinet officials.
- Published in *The American Interest*, *The Atlantic*, and *Foreign Policy*.

**Thiel Capital (2008-2009)**

- *Summer Associate*: At the venture capital firm **Founders Fund**, conducted due diligence on start-ups, including attending pitch sessions, board meetings, and site visits.
- *Associate, Research & Trading*: At the global macro hedge fund **Clarium Capital**, served as a member of the long-range special projects group. Studied the intersection of Iran's nuclear program, energy markets, and regional conflict, including the likelihood of an Israeli strike.

**Hoover Institution (2006-2008)***Research Assistant* to numerous fellows covering national security and public policy.EDUCATION**Georgetown University** (Graduated December 2010)

MA, Security Studies, School of Foreign Service

- Capstone project examined the British Empire's withdrawal from the Middle East.

**Stanford University** (Graduated June 2008)

BA, History with Honors

- Coursework focused on international security; specialization on Iran.

AWARDS & HONORS

Scholar, Aspen Security Forum

Eagle Scout

Fellowship, Rumsfeld Foundation

Scholarships, Association for Intelligence Officers

Prepared December 2016.



# DEIDRE ALMSTEAD

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## POLITICAL AND LEGISLATIVE EXPERIENCE

- Aug 2016-Present **Carly for America**—Political Director **Alexandria, VA**
- Managed Carly Fiorina's political and financial support plan for state and local GOP candidates and political parties based on analysis of national and local political landscapes
  - Developed relationships with over 50 GOP campaigns and state party leaders, coordinating with them on the most effective support methods based on changing local and national political issues
  - Accompanied Ms. Fiorina as she travelled to 25 different states to support GOP candidates and local parties, monitored and briefed on local and national issues and the effects on these organizations
- May 2016-July 2016 **RNC Convention**—Director of Surrogate Scheduling and Spokesperson **Cleveland, OH**
- Managed the surrogate outreach and logistics operation for the RNC Convention in Cleveland, OH
  - Oversaw the development of a comprehensive surrogate list, recruited elected officials, party leaders and political figures to serve as spokesmen for press and events during the convention
  - Organized press plans for convention surrogates, coordinated with Donald Trump campaign staff to ensure campaign and convention press initiatives were met
  - Developed a high tech surrogate scheduling process to manage the schedules, transportation and staff coordination of over 100 convention surrogates
  - Managed over 50 professional volunteers and ensured effective coordination between the radio, television and print booking and scheduling operations
  - Served as official RNC convention spokesperson, participated in local and national radio and television interviews to discuss convention planning and procedures
- Oct 2015-Feb 2016 **Carly for President**—Director of Scheduling and Messaging **Alexandria, VA**
- Senior staff member responsible for national scheduling and messaging strategy and logistical planning for Carly Fiorina's presidential campaign
  - Planned weekly content outline, working with policy and press departments to ensure adequate campaign content was produced and content developed was on message with larger campaign strategy
  - Managed a staff of two, overseeing the day-to-day scheduling, travel booking, and trip planning
- June 2015-Sept 2015 **Scott Walker for America**—Director of Scheduling **Madison, WI**
- Senior staff member responsible for national scheduling strategy and logistical planning for Governor Scott Walker's presidential campaign
  - Ran weekly meetings with senior staff members to develop and implement campaign strategies in relation to the Governor's schedule
  - Implemented a high-tech calendar system to facilitate the management and distribution of the schedule between staff members on the campaign, official office, security detail and Governor Walker
- Nov 2012-May 2015 **Senate Majority Whip John Cornyn**—Executive Assistant & Scheduler **Washington, DC**
- Managed the day-to-day and long term scheduling operation of Senator Cornyn, including all Senate and political meetings and events, Senate leadership and Member meetings, fundraisers, press opportunities, and travel
  - Directly interacted with U.S. Senators, Congressmen and Executive Branch officials, serving as a liaison between the Senator and other high level government officials
  - Coordinated and supervised meeting and event logistics with over 120 staff members serving in Senate, campaign and fundraising capacities, as well as the US Capitol Police security detail
- Jan 2010-Nov 2012 **Senator John Cornyn** — Deputy Scheduler **Washington, DC**
- Managed Senator Cornyn's transportation logistics, booked all travel needs including flights, ground transportation, and lodging, as well as the accounting system for the Senator's expenses
- Jun 2010-Dec 2010 **Office of Senator John Cornyn**—Staff Assistant **Washington, DC**

## ADDITIONAL INFORMATION

- Member of DC Metro Church in Alexandria, VA; DC Metro Church Street Team Homeless outreach volunteer and DC Metro Church Prayer Team volunteer
- Campaign volunteer work for Fairfax County GOP Victory Office, George Allen for Senate 2012, Scott Brown for Senate 2012, Pat Toomey for Senate 2010, Dallas County GOP 2009

## EDUCATION

Southern Methodist University – BA in Political Science and History

Dallas, TX

## JUSTIN BIS

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### Professional Experience:

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#### **Deputy State Director. July 2015 – December 2016**

Ohio Republican Party

- ☐ Managed 40 full time campaign personnel and made over 3.5 million voter contacts through a grassroots volunteer driven campaign
- ☐ Operated the Advantage Mobile voter contact platform.
- ☐ Conducted job interviews, hiring interviews, and staff meetings
- ☐ Supervised a highly successful election day operation program, mobilizing over 3,000 volunteers to flush polls and get out the vote.

#### **Deputy Statewide Field Director. Feb 2015 – May 2015**

Heiner/Crosbie for Kentucky

- ☐ Managed 17 field managers and made over 1.1 million voter contacts in a 3-month sprint to election day.
- ☐ Operated the I360 voter contact platform.
- ☐ Conducted job interviews, hiring interviews, and staff meetings

#### **Deputy Statewide Field Director . June 2014 – Feb 2015**

Michigan Republican Party

- ☐ Helped lead a highly successful team of field operatives in the successful 2014 election cycle
- ☐ Managed 83 field managers and 4 regional managers in an effort that made almost 5 million voter contacts
- ☐ Conducted job interviews, hiring and termination procedures, and staff meetings

#### **Statewide Campus Coordinator . June 2013 – June 2014**

Michigan Republican Party

- ☐ Created the student wing of the Michigan Republican Party (GOP Campus Team). 500+ activists
- ☐ Led a statewide campaign to find, organize, and register campus conservatives.

#### **Victory Director . May 2012 – November 2012**

Michigan Republican Party

- ☐ Managed a campaign office servicing the entire Upper Peninsula of Michigan.
- ☐ Recruited and trained over 100 volunteers to make phone calls and knock on doors.
- ☐ Led events for Governor Snyder, Congressman Benishek, members of the Romney family, and numerous state politicians.

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### Education:

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#### **Northern Michigan University August 2010- May 2014**

Political Science/Pre-Law—Economics and History Minor

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## References

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*More references on demand*



**SID BOWDIDGE**

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**PROFILE**

**Sales, Sales/Management** Professional possessing in-depth experience including store management, sales/marketing operations, budget and cost control. Recognized as a top performer and consistently achieves a high level of professionalism. Possess a thorough understanding of the sales process. Solid knowledge of automotive equipment sales, commercial and retail tire business, retreading and auto service business. Persistent, detail oriented, strong follow-through. Articulate communicator, deals effectively with all levels of decision makers both inside and outside of the organization. Computer literate with experience in billing, inventory control and accounts receivable/payable. A trustworthy and responsible individual with outstanding leadership capability, able to motivate and train staff to realize optimal levels of performance.

**AREAS OF PROFICIENCY****Sales**

Extensive background in all aspects of sales and sales administration including outside sales, cold calling and direct mail campaigns. Increase sales volume through direct sales efforts and assisting field sales representatives. Coordinate distributor sales efforts as well as commercial and retail areas to develop and implement marketing efforts. Establish and insure the attainment of sales goals. Proficient in customer needs assessment and product recommendations. Build sales on strong and efficient customer service. Present a product portfolio to a diverse client base. Provide technical support as needed. Negotiate sales contracts. Service local, state and national accounts. Knowledge in product line, pricing, servicing and credit extension.

**Management**

Key management responsibilities have included monitoring productivity, assuring quality control and safety performance. Recruit, interview, train and motivate sales, service, and support staff. Compute costs, cost estimates and production capabilities. Oversee expenses, incentive and bonus programs through budgetary controls. Coordinate shipping and receiving goods. Maintain inventory control and assure required inventory levels for proper sales efforts. Recommend equipment purchases and layout changes to improve operations. Provide production, quality, service and cost reports to senior management. Evaluate operations to improve methods and reduce costs. Conduct personnel and sales training seminars. Interface with various departments and divisions.

**PROFESSIONAL EXPERIENCE**

**DONALD TRUMP FOR PRESIDENT INC.**  
**GROUND CAMPAIGN MANAGER**

2015 TO 2016

June 2015 began volunteering for the campaign. Attended thirty three DJT events in a support role including motorcade driver twenty eight times in NH and CA. Hired as Keene NH campaign office manager in October 2015. Promoted to Ground Campaign Manager to organize the NH ground game from December 2015 through the February 9<sup>th</sup> 2016. Coordinated the arrival and all logistics of buses of volunteers from NY to assist in the NH door knocking campaign. Arranged team leaders, performed app training and designated specific areas to be covered by each team seven days per week. Worked closely with New York office "IT" personnel on targeting and improving app functionality.

From February 14 through June 8<sup>th</sup> 2016; selected as part of a "Strike Team" whose task was to travel early, locate and solidify new campaign offices in each upcoming state primary. Work closely with each state director and key personnel on strategic target areas. Relay this information to NY in order to expedite app targeting out to all teams/offices state wide. Assist office personnel in the key component of pulling in volunteers, scheduling, training and motivating teams for a successful ground campaign in order to win each state for Mr. Trump. August through Nov 8<sup>th</sup> 2016; continued pulling in volunteers from several states into NH to continue the ground campaign through the general election.

MEINEKE CAR CARE: SEABROOK, NH

2013 TO 2015

**BRANCH MANAGER**

Hired to improve a long term stagnant operation. Attained twenty three percent increase in sales/service in the first three months. Responsible for the customer-focused efficient and profitable operation of the branch. Operated the department at maximum production, controlling costs, building a loyal clientele, maintaining good employee relationships, setting and obtaining sales objectives& maintaining sales/service records. Also responsible for ensuring a customer experience that meets or exceeds the company mission. Monitor and improve customer satisfaction through diligent call backs to customers for feedback. Carried out this responsibility by building customer relationships, creating a good work environment and properly managing the assets of the department. Responsible for all employee matters including, hiring, reviews, etc.

SULLIVAN TIRE; NEWINGTON, NH

2012 TO 2013

**BRANCH MANAGER**

Responsible for the customer-focused efficient and profitable operation of the branch. Operated the department at maximum production, controlling costs, building a loyal clientele, maintaining good employee relationships, setting and obtaining sales objectives& maintaining sales/service records. Also responsible for ensuring a customer experience that meets or exceeds the business mission. Monitor and improve customer satisfaction through diligent call backs to customers for feedback. Carried out this responsibility by building customer relationships, creating a good work environment and properly managing the assets of the department. Responsible for all employee matters including, hiring, reviews, disciplinary action and training.

Modern Auto & Tire; Tyngsboro, MA

2010 TO 2012

**SERVICE MANAGER**

Responsible for opening a new 12 bay retail automotive store. Operated front sales/service counter alone for the first 5 months. Coordinate retail service appointments. Formulate service and tires sales, order all parts and coordinate service jobs to technicians. Handle all customer billing and paperwork processing. Responsible for hiring of service personnel. Performed solicitation and opening of fleet accounts to improve sales/service. Coordinate addition of Mass State Inspection into the business, prepare techs for training and licensing, as well as myself. Meet with vendors of all sorts in order to arrange best products at the lowest cost. Set up accounts and incorporate national warranty program for support to customers. Set up an "oil change club" to assist in customer loyalty and increase repeat business.

HUNTER ENGINEERING CO. ST. LOUIS, MO

1998 to 2009

**INDEPENDENT SALES REP**

Responsible for targeting and solicitation of alignment equipment, tire changers, wheel balancers, etc., in a specified territory in order to exceed sales quota. Coordinate equipment installation with service personnel. Coordinate sales efforts through and with local distributor. Present specific equipment proposal presentations along with ROI information and relative industry material in order to close sales. Includes sales call efforts to a vast level of clientele from service managers to auto dealership principals.

*\* Selected for Hunter Engineering "Presidents Club" for sales quota exceeding 150%*

*\* Number one in the Boston Region in sales YTD at 137% to quota*

*\* Took over an existing territory at 37% to quota and within one year exceeded 100%*

*\* Presentations to large groups of national account dealer principals*

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FALKEN TIRE CO. RANCHO CUCAMONGA, CA

1995 to 1998

**DISTRICT MANAGER, NORTHEAST**

Responsible for targeting and solicitation of tire dealers large and small in the Northeast. Implement selected purchasing programs in order to increase new distribution in territory along with increasing brand awareness. Coordinate point of sale material in customer showrooms, assist dealers in marketing of product line and address co-op assistance with customers. Attend local and national trade shows.

*\* Signed several new dealer within two years*

*\* Participated in new product line road rally with several trade publication editors  
through Napa Valley and on Sears Point Racetrack*

*\*Went to Japan in 1997 to tour manufacturing facilities*

OLIVER RUBBER CO. ATHENS, GA

1992 to 1995

**REGION FLEET SALES MANAGER**

Responsible for targeting and solicitation of major trucking fleets in the Northeast, consisting of eleven states. Implement and coordinate major market sales blitzes with strong and continuous follow-up to ensure optimum results and market penetration. Maintenance of existing national account business.

*\* Increased second largest national account from 3,200 units to 7,300 units*

*\* National presentations to existing and potential major fleet business*

*\*Developed and initiated retread training seminars for national accounts*

# G. MICHAEL BROWN

(b) (6)

Well diversified, results-driven, political, legal and public affairs professional with talents honed over fifteen years in public service, political campaigns, international media communications, litigation, as well as oil and gas messaging including managing public advocacy and image efforts with budgets over \$1mm. Advanced legal education with emphasis in conflict theory and crisis management as well as international law studied abroad at prestigious university. Effected successes in global media messaging through political appointment to position within Federal government with sensitive communications portfolios. Exceptional political campaign experience with focus on messaging and influence as well as managing critical programs with mindfulness toward public perception and eventual support as evinced by electoral successes. Competencies include:

**Political Operations – Election Law – Legislation – Organization Management – Grassroots Organizing  
Strategic Communications – Negotiation – Conflict Resolution – Business Development  
Public Speaking – Community Relations – Political Consulting – Public Relations**

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## EDUCATION

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**MPA** – Harry S Truman School of Public Affairs, University of Missouri at Columbia (2009)

Focus Area: Public Administration, Organization Management, Cross-Cultural Dynamics

**JD** – University of Missouri at Columbia (2007) *Licensed to practice law in Missouri and Texas*

**Honor Code Committee, MU School of Law** – Class Representative

Determined student responsibility in alleged honor code violations. Developed, drafted and successfully advocated implementation of new MU Law honor code.

**Missouri Environmental Law and Policy Review** – Associate Editor-in-Chief

Reviewed energy and environmental articles for publication. Oversaw operation of office. Served as liaison with Missouri Bar. Doubled fundraising profits from previous years.

Published: 13 Mo. Env'tl. L. & Pol'y Rev. 202. & 13 Mo. Env'tl. L. & Pol'y Rev. 319.

**Board of Advocates, MU School of Law** – Member at Large

**BA** – Texas Tech University – History – *Cum Laude* (2003)

**OTHER:** Certificate in Dispute Resolution – MU Centers for Dispute Resolution (2007)

Missouri House of Representatives – Legal Intern representing MU Law (2006)

Cambridge International Law Program – Cambridge University, United Kingdom (2005)

Missouri Public Defender's Intern Program, 1L Intern (2004)

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## COMMUNICATIONS, LEGAL AND POLITICAL LEADERSHIP

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### **POLITICAL CAMPAIGNS** (2004 – 2016)

- Led 150+ political team in top-tier presidential primary campaign including ballot access efforts totaling ballot position in 53 states/territories. Duties included managing teams in first four states of Iowa, New Hampshire, South Carolina and Nevada as well as regional field directors across the country.
- Managed high-profile Election Day ballot integrity and recount preparation issues in Presidential, U.S. Senate, and Gubernatorial elections with budgets over \$1mm in critical swing states including Florida and Colorado.
- Successfully litigated ballot access issues related to petition gathering resulting in general election ballot placement of \$5mm public affairs campaign. Developed and implemented successful earned media strategy across emerging and traditional platforms for state-wide constitution amendment ballot initiative resulting in 84% of the vote.
- Managed staff of four in grassroots lobbying and earned media efforts supporting affordable energy through clean coal technology across West Virginia during Congressional recess. Spoke on record to media outlets throughout the state as well as new media social networking websites and on radio program reaching over 60,000 listeners. Managed budget, advertising collateral, logistics, travel and scheduling for maximum outreach resulting new or increased support by elected officials throughout West Virginia.
- Built winning grassroots campaign across traditionally hostile district versus incumbent opponent with a significant money advantage resulting in 16.8% win margin. Created coalitions and grew support amongst farmers, sportsmen and alternative energy producers in heavily agricultural, rural, districts.

Notable Campaigns Include:

- Donald J. Trump for President – Legal/Election Day Operations – New York, NY (2016)
- Ben Carson for President – National Political Director – Washington, DC (2015-2016)
- Creighton for Senate – Grassroots Director – Texas (2014)
- Romney for President – Legal/Election Day Operations – Colorado (2012)
- Munzlinger for Senate – Campaign Director – Missouri (2009 - 2010)
- Vote Yes to Save Homes Ballot Initiative – Communications Director – Missouri (2009 - 2010)
- Christie for Governor – Legal/Election Day Operations – New Jersey (2009)
- American Coalition for Clean Coal Electricity – State Director – West Virginia (2009)
- Republican Party of Florida – Election Day Operations – Florida (2008)
- Missouri Republican Party – Election Day Operations– Missouri (2006)
- Bush/Cheney'04 – Voter Registration – Missouri (2004)

**TEXAS LEGISLATURE** (2014-2015)

- Served as Chief of Staff & General Counsel to a Texas legislator managing office as well as matters including energy policy and environmental regulations.
- Lead the Texas House Republican Caucus during the interim as the Executive Director including planning and implementing the largest fundraiser in Caucus history.

**CHESAPEAKE ENERGY** Corporate Development and Government Relations (2011-2013)

- Conceived and negotiated unique fueling model between three parties to create new public compressed natural gas station along heavily traveled interstate highway in Dallas/Fort Worth to fuel Chesapeake fleets saving company \$1mm in construction costs and \$200,000+ in fueling costs annually.
- Increased public support for adoption of natural gas vehicles to replace traditional fuels in favor of natural gas including assisting in development of Corporate Average Fuel Economy (CAFE) rule promulgation at the EPA and DOT.
- Designated spokesman to media, civic groups, government entities, industry gatherings and nonprofits regarding development of natural gas fueling as well as promote social license for exploration and production. Worked with Texas state agencies in distribution of \$42mm fund for natural gas infrastructure and vehicle development.

**PRESIDENTIAL APPOINTMENTS** (2003, 2007-2009)

- Served at the Pleasure of the President in the Bush Administration first as an intern, then attorney, then attorney spokes-person for the White House, the Department of Education and the Department of Commerce respectively:

**U.S. DEPARTMENT OF COMMERCE** International Trade Administration - Press Secretary (2008 – 2009)

- Appointed by President to further America's trade viability by drafting speeches, press releases, op-ed pieces, coordinating media message and managing public events.
- Planned and implemented media strategy highlighting clean coal technology exchange agreement between private U.S. company and People's Republic of China.
- Managed trade press outreach during controversial opening of United States Export Assistant Council (USEAC) in Tripoli, Libya.
- Worked with Department counsel involving legal matters in the media including EU privacy laws, US manufacturing liability protection and import controls. Created materials for web and video media. Spoke on record to local, national and international media. Translated Spanish questions in preparation for Spanish-language news television interview.

**U.S. DEPARTMENT OF EDUCATION** Office for Civil Rights - Attorney (2007 – 2008)

- Appointed to provide legal analysis of Titles VI (race), IX (gender), and §504 (disability).
- Heard and drafted decisions for approval by Assistant Secretary in final agency decisions on appeal.
- Conducted investigation at school to determine possible legal violations in Title VI race-based case.

**THE WHITE HOUSE** Executive Office of the President, Presidential Personnel Office - Intern (Spring 2003)

- Specialized in program to research and encourage executive level women in manufacturing, finance, retail, legal and other sectors to lend their expertise to public service.
- Performed financial research vetting personnel to manage initial reconstruction of Iraq.



## **Samuel Ian Buchan**

### **EDUCATION**

The University of Akron: Major- Political Science, Public Policy. (2011-May 2016)  
(The Ohio State University) Minor- Russian

### **EXPERIENCE**

***Donald J. Trump for President, Inc.: Ohio*** (August-November 2016)

- Field Representative, North Central Ohio.
- Coordinated with state and local officials on GOTV to increase regional voter turnout and margin of victory to record level.
- Cultivated lasting relationships with state and local officials and established active coalitions throughout the region.
- Coordinated with Victory staff to recruit, manage and activate expansive volunteer base in geographically challenging region.
- Assisted in overseeing recounts in Pennsylvania and Michigan.

***Morning In America, LLC: Ohio, Wisconsin, Pennsylvania, West Virginia.*** (January 2016-May 2016)

- District Coordinator.
- Organized regional grassroots support.
- Managed district teams, coordinated effective targeting.
- Oversaw election day proceedings within assigned districts.

***The Ohio Senate:*** Columbus, OH. (June 2013-August 2014)

- Office of State Senator Troy Balderson.
- Intern/office page.
- Oversaw administrative and constituent services to ensure general office upkeep.
- Assisted Legislative Assistant with pertinent research.

***Steve Stivers for Congress:*** Columbus, OH. (August 2012- November 2012)

- Political Intern.
- Aided political team in grassroots movement.
- Promoted Ohio Republican ticket.
- Organized campaign events ranging from volunteer activity to fundraising.

***U.S. House of Representatives:*** Washington, D.C. (June-August 2012)

- Office of Representative Jim Renacci.
- Office Intern.
- Coordinated constituent response.
- Assisted/stood in for staff in numerous briefings and hearings.
- Aided office staff with bill analysis and data entry.

### **LANGUAGES**

- Russian.

### **ACHIEVEMENTS**

- Four Dean's List awards (2011, 2015).
- Pi Sigma Alpha, Political Science Honors Society.
- Academic & athletic scholarship award: University of Akron's ROTC.

## **Samuel Ian Buchan**

### **EDUCATION**

The University of Akron: Major- Political Science (2011-May 2016)  
International Affairs/American Government focus  
(The Ohio State University) Minor- Russian

### **EXPERIENCE**

***The U.S. Department of Energy: Washington, D.C.*** (January 20<sup>th</sup>-Present)

- Special Assistant to the Secretary
- Assigned to the office of International Affairs
- Oversaw and maintained office effectiveness during the transition
- Managed existing staff to ensure the office of International Affairs reflected the priorities of the White House.
- Coordinated the development of briefings for bilateral engagements
- Met with foreign delegations to review their priorities and projected areas of interests following the transition

***Donald J. Trump for President, Inc.: Ohio*** (August-November 2016)

- Field Representative, North Central Ohio
- Coordinated with state and local officials on GOTV to increase regional voter turnout and margin of victory to record level
- Cultivated lasting relationships with state and local officials and established active coalitions throughout the region
- Coordinated with Victory staff to recruit, manage and activate expansive volunteer base in geographically challenging regions
- Assisted in overseeing recounts in Pennsylvania and Michigan

***Morning In America, LLC: Ohio, Wisconsin, Pennsylvania, West Virginia*** (January 2016-May 2016)

- District Coordinator
- Organized regional grassroots support
- Managed district teams, coordinated effective targeting
- Oversaw Election Day proceedings within assigned districts

***The Ohio Senate: Columbus, OH*** (June 2013-August 2014)

- Office of State Senator Troy Balderson. Chairman, Energy & Natural Resources Committee
- Intern/office page
- Oversaw administrative and constituent services to ensure general office upkeep
- Met with international corporate delegations to discuss Ohio's implementation of hydraulic fracturing technologies and government involvement
- Assisted Legislative Assistant with pertinent research, including the regulation of Ohio's renewable energy and efficiency standards, placing a two year freeze on renewable energy and efficiency benchmarks, and redefining energy efficiency and peak demand reduction requirements (S.B. 310)

***Steve Stivers for Congress: Columbus, OH*** (August 2012- November 2012)

- Political Intern
- Supported the political team in numerous grassroots initiatives
- Promoted Ohio Republican ticket
- Organized campaign events ranging from volunteer activity to fundraising

***U.S. House of Representatives:*** Washington, D.C.

*(June-August 2012)*

- Office of Representative Jim Renacci
- Office Intern
- Coordinated constituent response
- Assisted/stood in for staff in numerous briefings and hearings including continued Congressional support of Israel's Iron Dome
- Aided office staff with bill analysis and data entry

## **LANGUAGES**

- Russian

## **ACHIEVEMENTS**

- Four Dean's List awards (2011, 2015)
- Pi Sigma Alpha, Political Science Honors Society
- Academic & athletic scholarship award: University of Akron's ROTC



**Hunter Fairchild Budd**  
(b) (6)

**Home:** (b) (6)                      **Cell** (b) (6)  
(b) (6)

## **OBJECTIVE**

Secure an entry-level political communications or policy job in the greater New York or D.C. area. With the overall goal of proving that I am an effective, motivated and loyal employee.

## **WORK HISTORY**

DONALD J. TRUMP CAMPAIGN, Trump Tower, New York, NY                      May 2016 – Present

### **Voter Outreach Coordinator**

- Worked with Data and Comms departments to best reach potential voters
- Managed 10-15 interns on a daily basis
- Created and implemented new efficient mail system
- Aided in operations various aspects of the Campaign
- Voter outreach and coordination

DONALD J. TRUMP CAMPAIGN, Birmingham/Tuscaloosa, AL                      November - April 2015

### **Intern**

- Campus outreach
- Launched “Greeks for Trump” at multiple college campuses
- Worked with State Director and College Republicans to increase presence on campus

NEW CANAAN CHAMBER OF COMMERCE, New Canaan, CT                      December 2014 – January 2015

### **Inter**

- Holiday event planning and marketing
- Helped create promotional material
- Worked to promote summer sidewalk sale

ELISE NURSERY, New Canaan, CT                      June – August 2013

### **Assistant Nursery Manager**

- Partnered with design team to execute landscape designs for high-end clients.
- Managed the workflow of individual projects.

BLUE STAR SPORTS CAMP, New Canaan, CT                      June – August 2012

### **Lead Counselor**

- Planned different engaging activities daily
- Created promotional material

## **EDUCATION**

**The University of Alabama, Tuscaloosa, Alabama, Graduated May 2016, BA Degree**

- Bachelor of Arts in Communications
- Major: Public Relations
- Minor: Political Science

## **AWARDS, ACHIEVEMENTS & EXTRACIRRICULAR**

- Sigma Chi, The University of Alabama
- Crimson Consulting Public Relations Group
- New Canaan Lacrosse Association Service Award, Spring 2011

**Hunter Fairchild Budd**

(b) (6)

**Cell:** (b) (6)      **Work:** (b) (6)  
(b) (6)

## **WORK HISTORY**

UNITED STATES DEPARTMENT OF ENERGY, Washington, D.C., January 2017-Present

### **Assistant to the Secretary**

- Aided White House Liaison in developing comprehensive vetting and onboarding process for potential candidates
- Managed necessary information for candidate onboarding process
- Created efficient candidate tracking process
- Developed excel files and individual folders for collection candidate information
- Managed correspondence and scheduling for White House Liaison
- Generated department wide daily reports for senior staff

DONALD J. TRUMP CAMPAIGN, Trump Tower, New York, NY, May 2016 – January 2017

### **Voter Outreach Coordinator & Intern Manager**

- Managed 10-15 interns on a daily basis
- Worked with Data and Comms departments to create program to best reach potential voters
- Worked with online data programs to input new voter information daily
- Created, implemented and managed new efficient mail, phone, and email correspondence program
- Aided in operations various aspects of the Campaign
- Voter outreach and coordination

DONALD J. TRUMP CAMPAIGN, Birmingham/Tuscaloosa, AL, November - April 2016

### **Intern**

- Campus outreach on behalf of presidential campaign
- Launched “Greeks for Trump” at multiple college campuses
- Worked with State Director and College Republicans to increase presence on campus
- Developed plan to increase student involvement

NEW CANAAN CHAMBER OF COMMERCE, New Canaan, CT, December 2014 – January 2015

### **Intern**

- Aided in the planning and marketing of holiday event
- Created promotional material for holiday sales
- Worked to promote summer sidewalk sale

ELISE NURSERY, New Canaan, CT, June – August 2013

### **Assistant Nursery Manager**

- Partnered with design team to execute landscape designs for high-end clients.
- Managed the workflow of individual projects.

BLUE STAR SPORTS CAMP, New Canaan, CT, June – August 2012

### **Lead Counselor**

- Planned different engaging activities daily
- Created promotional material

## **EDUCATION**

**The University of Alabama, Tuscaloosa, Alabama, Graduated May 2016, BA Degree**

- Bachelor of Arts in Communications
- Major: Public Relations
- Minor: Political Science

## **AWARDS, ACHIEVEMENTS & EXTRACIRRICULAR**

- Sigma Chi, The University of Alabama
- Crimson Consulting Public Relations Group
- New Canaan Lacrosse Association Service Award, Spring 2011

# JOSHUA J. CAMPBELL

(b) (6)

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## OBJECTIVE

Enthusiastic Donald J. Trump loyalist eager to use 10 years of legal experience to influence conservative policy within the Department of Energy.

## EXPERIENCE WITH THE TRUMP – PENCE 2016 CAMPAIGN

**Trump – Pence 2016 National Election Law Team**, New York, New York  
Managed the Commonwealth of Virginia for our national election law operation on the 5<sup>th</sup> Floor of Trump Tower on Election Day. (November, 2016).

### **National Advance Staff for Donald J. Trump for President 2016**

Worked as a paid site-lead, conducting rallies throughout the country for the National Advance Team. (Jul. 2016 – Present).

### **Volunteer for Donald J. Trump for President 2016 Iowa; Georgia**

Phone Banking: worked with Ashton Adams in phone banking operation.  
Advance for Iowa Caucus: worked with Kathryn Wellner, John McEntee.  
Deputy District Manager for Dist. 1, GA (Nov. 2015 – Jul. 2016).

## EDUCATION

**Bachelor of Science in Communications Studies** – Liberty University, Lynchburg, VA (2002);  
Dean's List; Presidential Honor Roll (this is for NCAA athletes who excel in the Big South Conference, academically); Men's Tennis Team, NCAA Division I, 3 years; President, Student Athletic Advisory Board (SAAB); Editorialist and Sports editor for Liberty Champion, the school newspaper.

**Juris Doctorate** – The Cumberland School of Law, Samford University, Birmingham, AL (2007);  
*Scholar of Merit*, State Constitutional Law (award for highest grade in class); Licensed and have experience in all Georgia courts, United States Supreme Court, Eleventh Circuit Court of Appeals, Southern District Federal Court of Georgia, Northern District Federal Court of Georgia, Southern District Federal Court of Indiana.

## RELEVANT LEGAL & POLITICAL EXPERIENCE

### **Congressional Assistant District Director & Policy Analyst**

U.S. Rep. Earl L. "Buddy" Carter (R – Dist. 1) Savannah, Georgia (Oct. 2015 – Jul. 2016), **Member, Energy & Commerce Committee**.

- ◆ Staffed multiple events with Congressman per week, managed media as district liaison for Communications Director, coordinated logistical operations with rest of team throughout district.

- ◆ Spent hundreds of hours with the Congressman discussing policy, constituent representation, policy, and intra-congressional functions.

### **Law Firm Associate**

Hall Booth Smith, PC                      Atlanta, Georgia      (Jan. 2011 – April 2013)

- ◆ Litigated multi-million dollar damages cases, ranging from medical malpractice defense, propane-burn cases, products liability defense, civil rights defense, and governmental liability defense; monitored energy matters, Public Service Commission (PSC) meetings.
- ◆ Travelled nationally and internationally litigating cases.
- ◆ Successful at oral argument and appeals:  
Examples: *United States v. Juan L. Delvalle*, 10-13841 (decided, September 20, 2011), oral argument 3-0 decision, Eleventh Circuit Court of Appeals; *Coweta County v. Cooper*, 318 Ga. App. 41 (decided, October 16, 2012), Georgia Court of Appeals.

**Jackson & Schiavone, PC**                      Savannah, Georgia (Jan. 2008 – Jan. 2011)

- ◆ Successfully handled numerous jury trials and motion hearings as a criminal defense attorney, making well over 100 court appearances.

**The Campbell Law Group, PC** Savannah, Georgia (Apr. 2013 – Present)

- ◆ Founded my own firm, handling: Commercial Litigation, Court-appointed Federal Criminal Defense, Civil Tort Litigation, State Criminal Defense.

**Published Legal Articles** - “The Presumption of Innocence: The Trial of Derrick Clements” *Southern Regional Black Law Students Law Journal* (2007); “Formal Mediation in Professional Sports” *American Journal of Mediation* (2007) (this article was used and cited in “Both Sides Win: Why Using Mediation Would Improve Pro Sports” *Harvard Journal of Sports & Entertainment Law*, Harvard Law School, Vol. 5.)

**Republican Leadership for Georgia**                      (2010 – 2011)

- ◆ Graduated from a year-long program where a group of politically active people are selected, by invitation only, to travel the state, to network and be trained on policy, strategy, and conservatism.

### **Virginia District Staffer**

Kathy Byron, Republican, Virginia Delegate                      Lynchburg, Virginia (2001)

- ◆ Performed campaign functions for her campaign, networked with her with local Liberty University personnel; involved in effective, conservative policymaking.

### **Congressional Intern**

U.S. Representative Saxby Chambliss (R - GA) Capitol Hill, D.C.                      (2001)

- ◆ Performed policy research regarding domestic policy (Agriculture) and foreign policy (Pakistani cultural movements and political climate).

### **Special Assistant to 4<sup>th</sup> Vice Chairman of Georgia Republican Party**

Silvis, Ambrose & Lindquist, PC.                      Thomasville, Georgia (2002-03)

## OTHER ACTIVITIES & ASSOCIATIONS

Member, Federalist Society

Communications Director, Savannah Area Young Republicans (2015-2016)

Member, Christians United for Israel (CUFI)

Member, Friends of Israel (FOI)

Member, Heritage Foundation

Election Strike Force Legal Team, David Perdue for Senate (2014)

**MARTIN J. DANNENFELSER, JR.**

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**PROFILE**

Senior level public policy executive with a background in energy and environment, health and human services, telecommunications, economic opportunity, education and media relations. Broad experience in the legislative and executive branches of government, and directing activities in a public policy organization.

**PROFESSIONAL EXPERIENCE****Director of External Relations****Energy Innovation Reform Project, August 2016 – October 2016**

Conducted outreach to potential allies in the Washington, DC policy community and on Capitol Hill to promote an innovation first approach to American energy development and environmental policy. Prepared background information and recommendations for the Executive Director in advance of meetings and for consideration of future activities. Coordinated research and provided strategic advice to assist in organizational planning.

**Senior Policy Advisor and Coalitions Director****Committee on Energy and Commerce, January 2011 – August 2016**

Represented the Chairman in meetings with congressional staff and coalition partners on a range of topics – including energy policy, health care and telecommunications issues. Generated letters and statements of support for the Committee's legislative initiatives; advised the Chairman, Staff Director, Legislative Counsels and press team about concerns of coalition leaders and developed strategies to address issues of mutual interest. Prepared policy recommendations and background materials on selected topics before the Committee; coordinated with congressional leadership offices and other committees on cross-cutting initiatives.

**Staff Director, U.S. Commission on Civil Rights, May 2008 – January 2011**

Appointed by the President and approved by an eight-member Commission to direct a staff of 42 that oversees federal civil rights enforcement. Prepared and managed a \$9.4 million annual budget, coordinated the development of policy briefings and hearings, supervised the preparation of reports that often included findings and recommendations for Congress and the President, coordinated development of state advisory committees.

**Deputy Assistant Secretary and Senior Advisor to the Assistant Secretary****U.S. Department of Health and Human Services, May 2001 – May 2008**

Coordinated support of several presidential initiatives for a \$46 billion agency (Administration for Children and Families) within the Department of Health and Human



Martin J. Dannenfelser, Jr.  
Page Two

Services (HHS). Promoted the agency's agenda at national and local conferences, media events and other forums. Represented HHS on the U.S. delegation to UNICEF executive board meetings; represented the U.S. at an Organization for Economic Cooperation and Development international policy meeting. Reviewed and edited grant announcements, program instructions, reports, speeches, publications and correspondence. Provided leadership to program offices and the Executive Secretariat; coordinated with program and regional offices on reports for the Assistant Secretary.

**Vice President and Director of Media and Government Relations  
Family Research Council, Washington, DC, May 1995 – May 2001**

Coordinated and supervised projects on behalf of the President and CEO, participated in planning and development of the organization's \$13 – 15 million budgets, promoted the organization's agenda to government officials and the media – spearheading several initiatives that were enacted into law (e.g., welfare reform, Coverdell education savings accounts, family tax relief). Testified before congressional committees (e.g., Ways and Means, Foreign Affairs); prepared and edited communications to members of Congress and citizen activists; supervised government relations and press office staff; wrote articles for publication in newspapers and magazines; briefed major donors on public policy issues; and edited fund-raising letters and official publications.

**Legislative Director and Administrative Assistant  
Honorable Christopher H. Smith, Member of Congress, January 1981 – May 1995**

Hired and supervised congressional staff; directed the development, promotion and implementation of the congressman's legislative agenda; prepared and managed budgets; wrote and edited newsletters, press releases, weekly columns, op-ed articles and correspondence; represented the congressman in meetings with other congressional offices and key constituents. Conducted legislative research; drafted legislation and amendments; wrote "Dear Colleague" letters and *Congressional Record* speeches.

**Education**

B.S., Business Administration; Minor, Public Administration  
The College of New Jersey, Trenton, NJ

**Political and Community Activities**

Currently serving on the Trump-Pence Transition Team for the Department of Energy. Served as Press Secretary and Volunteer Coordinator for Rep. Smith's initial campaigns, coalitions and outreach for two presidential campaigns, First Vice President of Arlington, VA county political committee, Campaign Manager for Haddon Heights, NJ mayor and council candidates, and Zone Captain for Diocesan House of Charity fund drives.

**BRETT FETTERLY**

(b) (6)

**EXPERIENCE****The John Hay Initiative****Washington, D.C.****Interim Director of Operations****Sep. 2016 - Present**

- Manage daily operations of the working groups and assist in the development of a long term organizational strategy
- Tracked U.S. Presidential candidate statements and identified opportunities for JHI to articulate a conservative internationalist response
- Composed, reviewed, and edited foreign policy issue briefs that contained analysis, key questions, and talking points for distribution to media personnel and down ballot Republican candidates for the 2016 election cycle

**Republican National Committee****Washington, D.C.****Senior Foreign Policy Analyst****Feb. 2016 - June 2016**

- Managed final edits for the foreign and defense policy chapters of the RNC's opposition research book
- Composed research briefings and blog posts to send to journalists and publish on the GOP website
- Crafted talking points, fact checks, policy briefings, and other foreign and defense policy-related issues for the RNC

**Perry for President****Washington, D.C. /Austin, TX****Foreign and Defense Policy Director****Apr. 2015 - Sep. 2015**

- Directed all foreign and defense policy related campaign activities including the development of Gov. Perry's foreign policy platform and foreign policy debate preparation
- Composed daily foreign policy news briefs for Gov. Perry, delivered policy briefings, developed talking points, edited speeches, and wrote public statements, responses to press inquiries, and foreign policy tweets
- Worked closely with various foreign policy experts to coordinate briefings and develop policy positions

**Johns Hopkins University, Strategic Studies Dept.****Washington, D.C. / Colombia****International Staff Ride Quartermaster****May 2014 - Apr. 2015**

- Managed a 14-person team and oversaw a \$100,000 budget to develop, organize, and lead a weeklong trip to Colombia for 50 students and faculty to study the evolution of the Colombian insurgency since 1948
- Conducted research on the Colombian insurgency and coordinated with the Colombian Military and Ministry of Defense for site visits and field briefings
- Developed a fundraising and public relations campaign with target of \$50,000 in corporate contributions

**City of Lafayette, Colorado****Lafayette, CO****Intern Assistant to the City Administrator****Jan. 2011 - June 2011**

- Researched and composed an ordinance regarding the Lafayette Police Department procedures for the handling and disposition of abandoned property, and presented the ordinance to the Lafayette City Council for a passing vote
- Analyzed different regulations for electronic and temporary signage, and drafted an amendment to the zoning code

**The Potomac Advocates****Washington, D.C.****Research Analyst****Aug. 2010 - Dec. 2010**

- Analyzed Department of Defense budgets, compiled legislative histories, and projected future funding changes
- Assisted in the research, development, and organization of major client projects regarding DoD program funding and procurement; Clients pleased with analysis, pursued implementation viability

**EDUCATION****Johns Hopkins University****Washington, DC****School of Advanced International Studies (SAIS)****May 2015****Master of Arts, Strategic Studies & International Economics**

- Specialization: Economic Policy
- Rumsfeld Foundation Fellowship Grant, SAIS 2<sup>nd</sup> Year Fellowship (b) (6) GPA

**Beijing International Chinese College****Beijing, P.R. China****HSK Certification****April 2013**

- Intensive Chinese Language Development Program, HSK 5 Certification with score of (b) (6) points

**Regis University****Denver, CO****Bachelor of Arts, Politics- International Relations****May 2011**

- Varsity Men's Basketball, Division II Athletics Directors Association Academic Achievement Award
- Board of Trustees Scholarship, Dean's List, *Summa Cum Laude*, (b) (6) GPA

**ADDITIONAL INFORMATION**

**Languages:** Mandarin Chinese (Advanced Fluency Classes at SAIS; ILR: 2+, 3, 2+), Spanish (Elementary)  
**Technical Skills:** Microsoft Office (Proficient), Adobe Acrobat (Proficient)  
**Publications:** Forbes Opinion Contributor on World Affairs (2016)



**GEORGE FIBBE**  
(b) (6)

CAREER	
(b) (6)	<p data-bbox="305 340 1411 373"><b>SUNNOVA ENERGY CORPORATION, General Counsel, Nov. 2014 – present</b></p> <ul style="list-style-type: none"> <li data-bbox="305 407 1411 506">• Head of Legal Function for residential rooftop solar energy company specializing in long-term leases and power purchase agreements with homeowners for the provision of affordable, reliable renewable energy</li> <li data-bbox="305 537 1411 604">• Established and built out Legal Department, including hiring and management of attorneys, paralegals, internal audit, and compliance personnel</li> <li data-bbox="305 636 1411 669">• Served as Corporate Secretary, including all aspects of corporate governance</li> <li data-bbox="305 701 1411 735">• Responsible for managing regulatory matters, compliance, and internal audit function</li> <li data-bbox="305 766 1411 800">• Managed federal and state government relations efforts</li> <li data-bbox="305 831 1411 898">• Supported numerous complex financing and other corporate transactions, including preparation for public market transactions, equity and debt raises, and asset acquisitions</li> <li data-bbox="305 930 1411 1029">• Responsible for extensive day-to-day legal needs of the Company, including employment and executive benefits, commercial agreements and new programs, finance, regulatory, consumer protection, intellectual property, new territory entry, and disputes.</li> <li data-bbox="305 1060 1411 1094">• Managed and developed a roster of outside counsel to conform with budgetary requirements</li> </ul> <p data-bbox="305 1125 1411 1159"><b>BHP BILLITON, Team Manager – Litigation, May 2013 – Oct. 2014</b></p> <ul style="list-style-type: none"> <li data-bbox="305 1192 1411 1260">• Head of litigation for Petroleum business with responsibility for over 100 active matters, as well as select non-Petroleum litigation in North America</li> <li data-bbox="305 1291 1411 1358">• Managed both in-house litigation counsel and support staff, as well as numerous external law firms handling litigation and related projects</li> <li data-bbox="305 1390 1411 1457">• Led comprehensive risk analysis project and developed internal metrics for risk-based cost management, and rationalized and consolidated outside counsel roster</li> <li data-bbox="305 1488 1411 1522">• Responsible for various internal budgeting, reporting, and compliance requirements</li> </ul> <p data-bbox="305 1554 1411 1587"><b>YETTER COLEMAN LLP, Associate 2002 - 2006, Partner 2007 - 2013</b></p> <ul style="list-style-type: none"> <li data-bbox="305 1621 1411 1782">• Represented American Airlines in numerous litigation matters relating to fare distribution, data ownership and protection, and IT contracts, including: trial of antitrust matter against former subsidiary and largest distributor; arbitration of IT contract dispute; various lawsuits involving online travel agencies; and first major cyber-trespass case in Texas, against software and ticket distribution companies, resulting in valuable injunctive relief</li> <li data-bbox="305 1814 1411 1881">• Worked with Liberty Institute pro bono in connection with potential litigation over a monument in a public park in Harris County</li> </ul>

- Represented LNG company in major contract dispute with competitor over royalty claims, resulting in favorable summary judgment and settlement
- Represented Australian mining company against engineering firm over failed copper mine, resulting in largest actual damages verdict in Nevada history
- Lead advisor to energy company regarding environmental claims and concerns of landowners about potential health effects of electric and magnetic fields (EMF)
- Advised North and South American low-cost airlines on distribution-related contractual and strategic issues, and led negotiations on behalf of South American airline for major new distribution and IT contracts
- Represented GE in various litigation matters, including employment discrimination case brought by over fifty individual plaintiffs
- Represented sports marketing company in a three-week jury trial, resulting in a defense verdict
- Represented Habitat for Humanity International and National Center for Missing and Exploited Children in trademark litigation

Admitted to State Bar of Texas (2002) and Alabama State Bar (2001)

Speaker: "Trademarks and the Internet," State Bar of Texas IP Law Advanced Course, 2008;  
 "The Internet: Place, Property, or Thing — All or None of the Above," Mercer University, 2004

**FEDERAL JUDICIAL CLERKSHIP**, Hon. Martin L. C. Feldman, E. D. Louisiana 2001-2002

**KODOLANYI JANOS COLLEGE**, Szekesfehervar, Hungary, English Teacher 1997-1998

## EDUCATION

**HARVARD LAW SCHOOL**, J.D. 2001  
*Journal of Law and Public Policy*, Senior Editor  
 Kids in the Court educational program (Chairman, 1999-2000)

**BIRMINGHAM-SOUTHERN COLLEGE**, B.A., *summa cum laude*, 1997  
 Political Science & Economics; Phi Beta Kappa, Omicron Delta Kappa  
 Fellowships for study at Oxford University and at Sophia University, Tokyo

## ACTIVITIES

**AMERICAN ENTERPRISE INSTITUTE**, Enterprise Club Member 2014 - present

**FEDERALIST SOCIETY**, President of Houston Lawyers Chapter, 2009-2014

**GREATER HOUSTON PACHYDERM CLUB**, Board member, 2015 – present

**R CLUB PAC**, active member of R Club, an organization of professionals in Houston dedicated to supporting conservative candidates at the state and local level; served as President, Vice-President, and Treasurer, 2005 - 2013

**BIRMINGHAM-SOUTHERN COLLEGE ALUMNI BOARD**, Member, 2016 - present

## PERSONAL

**ST. ANNE CATHOLIC COMMUNITY**, Houston, volunteer Children's Christian Education Teacher, 2016 - present

**EQUESTRIAN ORDER OF THE HOLY SEPULCHRE**, philanthropic organization dedicated to support of Christian community in the Holy Land



(b) (6)

# TRAVIS FISHER

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## EXPERIENCE: Institute for Energy Research, Washington, DC

*June 2013-Present: Economist (placed through the Koch Associate Program 2013-2014)*

- Research and write reports cited in *Politico*, *E&E News*, *The Hill*, and *The Wall Street Journal*
  - “The Levelized Cost of Electricity from Existing Resources,” June 2015
  - “Assessing Emerging Policy Threats to the U.S. Power Grid,” February 2015
  - “The Story of Electricity,” September 2014
    - Educational video, interactive website, and power grid encyclopedia
  - “Estimating the State-Level Impact of Federal Wind Energy Subsidies,” December 2013
- Brief lawmakers on energy issues
  - Presented “FERC 101” to the Senate Republican Policy Committee
  - Testified before the Ohio Senate Committee on Public Utilities
  - Conducted Capitol Hill briefings on topics including wind subsidies and nuclear power
- Represent IER in the media
  - Interviewed approx. 25 times on radio, once on television on issues including FERC, renewable energy mandates, wind subsidies, and power grid security
- Manage coalition and outreach efforts in the areas of FERC and electricity policy
  - Coalition assembled by IER resulted in first-ever withdrawal of a FERC nominee
- Recruit, mentor, and manage 3-4 policy associates and interns

## Federal Energy Regulatory Commission, Washington, DC

*June 2006-May 2013: Economist, Office of Energy Market Regulation*

- Resolved disputes on a wide range of issues involving electric utilities, municipal power groups, and state public utility commissions
  - Specialized in Central U.S. markets: Midcontinent ISO and Entergy
- Developed recommendation memos on FERC policy and presented to senior staff
- Managed teams of 4-5 people (attorneys, engineers, accountants) in drafting Commission orders
- Led an office-wide reevaluation of employee training and knowledge management practices

## John Locke Foundation, Raleigh, NC

*January 2005-May 2006: Research Intern*

## EDUCATION: North Carolina State University, Raleigh, NC

*May 2006: Master of Economics*

- Accelerated Bachelor-Master program, Independent Study in Austrian Economics

*May 2005: Bachelor of Science, Economics – Magna Cum Laude*

- Special Achievement Award in Economics, Outstanding Senior Award Nominee (College of Management), Omicron Delta Epsilon Honor Society
- President and Founding Member, NCSU Society for Politics, Economics, and the Law

## RECENT PUBLICATIONS:

*Power Hour (Podcast):* “Debunking the ‘100 Percent Renewable’ Myth,” February 2016

*U.S. Association for Energy Economics:* “Broken Windows and Electricity Generation: The Cost of Prematurely Closing Existing Plants,” September 2015

*National Review:* “The Divestment Delusion,” July 2013

**MEMBERSHIPS:** U.S. Association for Energy Economics (2011-present), Master Resource Blog (Principal Contributor, 2012-present), Washington Renegades Rugby Football Club (Member 2010-present; Board of Directors 2011, 2012; Team Captain 2013, 2014)

**THEODORE J. GARRISH**  
(b) (6)

**Cell:** (b) (6)  
**Fax:**  
**Home:** (b) (6)  
**e-mail :** (b) (6)

**EDUCATION**

**University of Michigan**  
**BA and <sup>(b) (6)</sup> Grad Hours**

**Major Study Area: Economics**

**Admitted to Practice-**  
**Michigan Courts**  
**District of Columbia**  
**Scored (b) (6) on Michigan**  
**Bar Exam (b) (6)**

**Wayne State University, J.D.**  
***Cum Laude***

**CAREER SUMMARY**

- **High level government official - General Counsel and Assistant Secretary of U.S. Department of Energy, instrumental in implementation of program objectives of President and Administration.**
- **Specialized experience in strategy development of government related projects.**
- **Experienced representative before the Congress and federal agencies on sensitive matters**

**SIGNIFICANT POSITIONS**

2016: (b) (6)

- **General Counsel - U.S. Department of Energy**

2015:

- **Assistant Secretary - U.S. Department of Energy**
  - **Congressional, Intergovernmental & Public Affairs**
  - **Nuclear Energy**

2014:

- **Vice President of the Nuclear Energy Institute**
- **Acting Director, DOE's Yucca Mountain program, OCRWM**

2013:

- **Vice President for Federal Operations and Strategic Planning for CH2M HILL**
- **Energy Advisor to the Maryland Energy Administration on Policy and Regulations**

2012:

- **Federal Inspector of the Alaska Natural Gas Transportation System**
- **Member of the President's Commission on Catastrophic Nuclear Accidents**
- **White House and U.S. Department of Justice Attorney**

# STANLEY GERDES

(b) (6)

## POLITICAL EVENT MANAGEMENT & EXECUTIVE AIDE

Extensive event planning and communication experience with a background in government affairs, executive schedule management, and the presidential campaign process. Strong interpersonal skills and relationships with key decision-makers including elected officials, legislators, national media outlets, corporate executives, associations, advocacy groups, Republican donors, and political leaders. In-depth experience with coordinating and executing widely-publicized political events.

### EXPERIENCE

#### *Executive Aide, Governor Rick Perry*

2016

- Oversee all details of the Governor's schedule and accompany him to all events
- Coordinate with various presidential campaigns and political leaders, President-Elect Donald Trump, national and local media outlets, and executives
- Respond to all requests for documents related to the Senate Confirmation process for the Secretary of Energy
- Compile all briefing and preparation materials for Governor's review
- Maintain strong relationships with high-level executives, journalists, and political leaders

#### *Director of Scheduling and Advance, Perry for President*

2015

- Oversee all details of Governor's schedule and events, ensuring every aspect best promotes his public agenda
- Coordinate with Media, Policy, Fundraising, and Legal Counsel offices on all travel, meetings and events
- Ensure compliance with campaign finance, federal and state laws regarding travel and lodging
- Maintain official campaign calendar, which lists all events the Governor has committed to attending, and all other blocks of time that have been set aside for the Governor to perform specific tasks
- Accept or decline all invitations and requests
- Compile all briefing and preparation materials for Governor's review

#### *Deputy Director of Scheduling and Advance, Texas Governor Rick Perry*

2014-2015

- Lead Advance on all of Governor's events with responsibilities that include the gathering of pertinent information and communication with security, media, political organizations, campaigns, corporate executives and elected leaders to coordinate Governor's travel and schedule
- Manage the Advance team
- Accompany the Governor throughout the country to all major events and meetings
- Support Director of Scheduling in compiling all briefings and preparation materials for Governor's review

#### *Advance Aide, Texas Governor Rick Perry*

2013-2014

- Prepare detailed event briefings for the Director of Scheduling
- Coordinate travel and daily schedules for the Governor
- Extensive travel ahead of the Governor and staff ensuring all events and transitions are executed flawlessly

#### *Insurance and Financial Services, State Farm*

2009-2013

- Licensed Series 6 (Investment Products/Variable Contracts for Securities)
- Licensed Series 63 (Uniformed Securities Agent)
- Licensed Mortgage Loan Originator

### EDUCATION

#### *The University of Texas at Austin*

2008

Bachelor of Arts in Government

### ORGANIZATIONS

- Texas Exes Life Member
- NRA Life Member
- Dallas Safari Club Life Member
- Kappa Alpha Order Fraternity Alumni (Rush Chair 2007)
- Camp Longhorn Alumni & Counselor

### REFERENCES

- (b) (6)



# STANLEY GERDES

(b) (6)

## **DIRECTOR OF SCHEDULING AND ADVANCE**

Extensive political event planning and communication experience with a background in government affairs, executive schedule management, the presidential campaign process, and the Senate confirmation process. Strong interpersonal skills and relationships with key decision-makers including elected officials, legislators, national media outlets, corporate executives, associations, advocacy groups, Republican donors, and political leaders. In-depth experience with coordinating and executing widely-publicized political events.

## **EXPERIENCE**

### ***Director of Scheduling and Advance, Beachhead Team, Department of Energy*** *Jan 2017-Present*

- Manage and maintain all details of the Secretary's schedule and events, ensuring every aspect best promotes his public agenda
- Developed and constructed the Secretary's daily schedules, weekly outline and monthly outlook from scratch for DOE senior staff and White House review and approval
- Constructed and maintain the official public calendar, which lists all events the Secretary has committed to attending, and all other blocks of time that have been set aside for the Secretary to perform specific tasks
- Coordinate directly with White House Cabinet Affairs, DOE Senior Staff and Program Offices, General Counsel, and the Secretary's Security Detail on all travel, meetings and events
- Manage the process of accepting or declining all invitations and requests with the Secretary, Senior Staff and General Counsel
- Manage the transition from the former administration's scheduling office to the current administration and review and approve new applicants for positions in the scheduling and advance office
- Direct and advise staff members from former administration(s) on implementing new and more efficient scheduling processes while introducing new staff members to create a productive and cohesive team environment

### ***Executive Aide, Governor Rick Perry*** *2015-2017*

- Single-handedly managed all aspects of the Governor's schedule and accompanied him to over 20 states (including swing states Florida, North Carolina and Pennsylvania in the two days leading up to the general election) to support GOP candidates and President Donald Trump
- Coordinated all events and communications with various presidential campaigns and political leaders, President-Elect / President Donald Trump, the White House Transition Team, national and local media outlets, and business executives
- Constructed and implemented a high-tech calendar system to facilitate the management and distribution of the schedule between Governor Perry and senior aides
- Maintained strong relationships with high-level executives, journalists, and political leaders
- Single-handedly managed and staffed both Governor Perry and Marcus Luttrell for 4 days at the Republican National Convention: scheduled and advanced over 30 media hits, 6 speaking engagements and multiple event drop-ins (July 2016)
- Responded to all requests for documents related to the Senate Confirmation process for the DOE Secretary-designate Rick Perry (December 2016/January 2017)
- Single-handedly coordinated over 60 meetings for Secretary-designate Perry, including 37 meetings with Senators ahead of the Secretary of Energy Confirmation Hearing (January 2017)
- Single-handedly managed and coordinated all inaugural events, meetings and public appearances for Governor Perry and his family members (January 2017)

### ***Director of Scheduling and Advance, Perry for President*** *2015*

- Senior staff member responsible for national scheduling strategy and logistical planning for Governor Rick Perry's presidential campaign, ensuring every aspect best promoted his public agenda
- Managed the team of 4 scheduling and advance staff
- Coordinated with Media, Policy, Fundraising, Senior Aides and Legal Counsel on all travel, meetings and events

# STANLEY GERDES

(b) (6)

- Ensured compliance with campaign finance, federal and state laws regarding travel and lodging
- Maintained official campaign calendar, which listed all events the Governor was committed to attending, and all other blocks of time that were set aside for the Governor to perform specific tasks
- Accepted / declined all invitations and requests
- Compiled all briefing and preparation materials for Governor's review

## ***Deputy Director of Scheduling and Advance, Texas Governor Rick Perry***

2014-2015

- Lead Advance on all of the Governor's events with responsibilities that included the gathering of pertinent information and communication with security, media, political organizations, campaigns, corporate executives and elected leaders to coordinate the Governor's travel and schedule
- Managed the Advance team in coordination with the Director of Scheduling and the Chief of Staff
- Accompanied the Governor throughout the country to all major events and meetings in support of various GOP candidates during the 2014 mid-term elections
- Supported the Director of Scheduling in compiling all briefings and preparation materials for the Governor's review

## ***Advance Aide, Texas Governor Rick Perry***

2013-2014

- Prepared detailed event briefings for the Director of Scheduling
- Coordinated travel and daily schedules for the Governor
- Extensive travel ahead of the Governor and staff to ensure all events and transitions were executed flawlessly

## ***Insurance and Financial Services, State Farm***

2009-2013

- Licensed Series 6 (Investment Products/Variable Contracts for Securities)
- Licensed Series 63 (Uniformed Securities Agent)
- Licensed Mortgage Loan Originator

## **EDUCATION**

*The University of Texas at Austin*

2008

Bachelor of Arts in Government

## **ORGANIZATIONS**

- Texas Exes Life Member
- NRA Life Member
- Dallas Safari Club Life Member
- Kappa Alpha Order Fraternity Alumni (Rush Chair 2007)
- Camp Longhorn Alumni & Counselor (Summers 1995-2006)

## **REFERENCES**

- (b) (6)
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**WILLIAM P. GREENE**

(b) (6)  
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Clearance: (b) (6)

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**PROFESSIONAL EXPERIENCE**

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**Safari Club International**

July 2016 – present

Deputy Director of Government Affairs

- Represent 55,000 hunters & wildlife conservationists in the Washington, DC office and establish SCI as the leader in protecting the freedom to hunt worldwide.
- Strategic oversight of more than \$1 million in PAC donations & outside expenditures in the 2016 cycle, helping 150+ candidates. SCI-PAC is the largest sportsmen-led PAC in the nation.
- Advocate passage of the Sportsmen’s Heritage & Recreational Enhancement Act; support for all SCI hunter advocacy efforts.

**Office of Speaker John Boehner**

February 2007 – December 2015

Director of Outreach, Speaker’s Press Office

- Built a coalition of allies to promote the economic benefits of every major fiscal reform law since 2011, including the Budget Control Act spending cuts, and the 2015 Medicare re-structuring law.
- Identified principal coalition leaders to help drive messaging, and focus grassroots or lobbying efforts before & during legislative consideration.
- Supported the Speaker’s core press & communications activities with event preparation, speechwriting, statements, and content for Capitol Hill’s premier digital media operation.
- Increased backing for legislation by working with State governors & other governmental officials.
- Personal outreach to bloggers, economic experts, fiscal & social conservative leaders, think tanks, trade associations, corporations, and employer groups to maximize outside support.
- Coordinated daily with other leadership offices, Senate counterparts, and committees of jurisdiction.

**Department of Energy**

June 2005 – January 2007

Communications Director, Yucca Mountain Project

- Senior manager responsible for organizing all public announcements for a controversial multi-billion-dollar, 2,000-employee permanent nuclear waste disposal project.
- Helped direct a major turnaround of the project adapting a revised approach to waste handling, establishment of a lead laboratory, and a proposed re-write of the Nuclear Waste Policy Act.
- Closely coordinated message development, external affairs, and legislative tactics with senior DOE officials, prepared them for Congressional hearings.

**The White House**

May 2002 – June 2005

Associate Director, Office of Strategic Initiatives

- Prepared political briefs, wrote correspondence, and performed a wide variety of background research for the Senior Advisor & the Deputy Senior Advisor, including vetting nominees for Cabinet posts and senior department-level positions in preparation for Senate confirmation.
- Led a successful interagency and White House effort that secured Congressional passage of the President’s Healthy Forests legislation.
- Managed communications and rollout strategy on key domestic policy initiatives, with a focus on economic, trade, resource, energy, and environmental issues.
- Coordinated legislative & regulatory proposals with White House offices, Agencies & outside allies.
- Conducted outreach to supportive energy, conservation, sportsmen, and resource groups.



**NASCAR**

Manager of Communications, NASCAR Busch Series, Daytona Beach, FL

July 2001 – January 2002

**House Budget Committee** *Chairmen John Kasich & Jim Nussle*

Director of Communications

February 1999 - June 2001

**House Republican Conference** *Chairman John Boehner*

Deputy Communications Director

March 1998 - January 1999

**Office of Congressman Kevin Brady** *8th District of Texas*

Press Secretary

March 1997 - March 1998

**House Republican Conference** *Chairman John Boehner*

Theme Team Coordinator, 104th Congress

January 1995 – March 1997

**Land Surveyor/Field Engineer**

- Hyman Construction, Patuxent River Naval Air Station, MD, 1994
- Advanced Surveys, Prince Frederick, MD, 1989-1990
- Lavender, Smith & Assoc., Spartanburg, SC, 1987 – 1988

**United States Army**

- Active, 1983 – 1986: Air Defense Artillery Gunner, 2<sup>nd</sup> Armored Div., Ft. Hood, TX
- Part-time, 1987 – 1993: Maryland Army National Guard; and stints in the DC Air National Guard, Air Force Reserve

**EDUCATION**

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**St. Mary's College of Maryland**, St. Mary's City, MD, 1994

*Bachelor of Arts in Political Science*

**University of Oxford, England**, 1993

Attended the *Centre for Medieval and Renaissance Studies*

Bio and writing samples available at (b) (6)

## P. Wells Griffith III

(b) (6)

### WORK EXPERIENCE

#### **Donald J. Trump for President, Inc.**

##### ***Battleground State Director***

June 2016 - present

- Primarily responsible for managing state campaign and staff in Pennsylvania, North Carolina, Wisconsin, Michigan, and Maine. Shifted main focus to Pennsylvania and North Carolina the final 6 weeks.

#### **Arena Communications**

##### ***Vice President***

January 2016 – June 2016

- Worked with campaigns and independent expenditures to develop strategic messaging, direct mail and digital plans, and targeting.

#### **Scott Walker for President**

July 2015 – September 2015

##### ***Deputy National Political Director***

- Built and managed political operations and outreach in 27 states in the south, southwest and northwest regions as well as U.S. territories. Identified, engaged, and recruited hundreds of state elected officials, Member of Congress, and business and grassroots leaders to support Gov. Walker and serve in state campaign organizations. Developed state campaign leadership structures and tasked state teams with campaign objectives. Assisted with media relations and surrogate operations.

#### **Our American Revival**

March 2015 – July 2015

##### ***Deputy National Political Director***

- Developed and managed operations and outreach in 27 states and territories for the 527 issue advocacy organization that supported and promoted the issues and agenda that Gov. Scott Walker championed in Wisconsin. Successfully identified, engaged and mobilized supporters from the grassroots to state and federal elected officials, business leaders, and allied organizations.

#### **Wells Griffith, LLC**

July 2013 – present

- Independent consultant specializing in the creation and management of political and public affairs campaign strategies, and the strategic development and execution for tax-exempt non-profit organizations, as well as business development.

#### **Candidate for U.S. Congress (AL-01), Mobile, AL**

July 2013 – September 2013

- Republican candidate for U.S. Congress in a special election in Alabama First Congressional District.

#### **Republican National Committee, Washington, DC**

##### ***Deputy Chief of Staff***

March 2013 – July 2013

- Managed day-to-day operations for the RNC Chairman and assisted Chief of Staff with execution of RNC operations. Acted as main conduit between RNC Chairman and wider conservative movement, engaging key constituency groups and international conservative parties. Advised Chairman on overall political, fundraising, and communications strategy and implementation.

##### ***Deputy to the Chairman***

February 2012 – March 2013

- Worked directly for the RNC Chairman managing operations and working with RNC senior staff. Managed and implemented Chairman's duties for the 2012 Republican National Convention, managing relations with elected officials, dignitaries, and RNC Members. Advised RNC Chairman on various issues including overall strategy, communications, fundraising, and other issues.

***Special Assistant to the Chairman***

March 2011 – February 2012

- Advised RNC Chairman on strategy and communications. Served as the Chairman's liaison to RNC Members facilitating outreach and relations. Accompanied Chairman on all RNC related travel and events.

***Director RNC Warroom***

January 2011 – March 2011

- Monitored all media outlets and alerted breaking news to staff and allies; delivered daily briefings to communications department staff on breaking news and current events, and worked on rapid response.

**Bryan Taylor for Alabama Senate District 30, Prattville, AL*****Campaign Manager***

August 2010 – November 2010

- Managed successful targeted Alabama senate campaign to win a Republican Senate majority. Managed and implemented all aspects of campaign, including paid and earned media, fundraising, voter contact, messaging, and communications, defeating in 3 months a 28-year incumbent by 14 points.

**U.S. Congressman Steven Palazzo, MS-04, Biloxi, MS*****Campaign Manager***

March 2010 – June 2010

- Rapidly developed and managed all aspects of campaign that defeated primary opponent by 14 points.

**Mississippi Republican Party, Jackson, MS*****Executive Director/Political Director***

October 2009 – March 2010

- Responsible for managing state party operations including communications, candidate recruitment, and preliminary redistricting efforts. Worked with Chairman to switch eight democratic elected officials to the GOP; and collected over one hundred thousand signatures for a successful photo I.D. ballot referendum.

**U.S. Senator Roger Wicker, Jackson, MS*****Election Law***

June 2008 – November 2008

- Organized and managed statewide Ballot Integrity Program utilized in all November 2008 elections that ensured statewide compliance with state and federal election laws; conducted poll-watcher training; consulted with campaign and state officials regarding election law disputes.

**EDUCATION****Mississippi College School of Law, Jackson, MS**

May 2009

J.D.

- Elected President, Law Student Bar Association
- Elected National Vice Chair – SBA, American Bar Association

**Virginia Military Institute, Lexington, VA**

December 2004

B.A. in History and Minor in Spanish, *with Distinction*,

- Selected as one of the "Top 50 Cadets" (2004-05)
- Selected for top 10% leadership positions: Company Operations Sergeant (2003-04) and Cadre Corporal (2002-03)

**Universidad de Salamanca, Salamanca, Spain**

January 2003

**Menéndez Pelayo International University, Seville, Spain**

May 2003

**LICENSURES AND CONTINUED EDUCATION**

- Admitted to Alabama State Bar, August 2009
- International Democratic Union Young Leaders Forum, London 2013

*References Available Upon Request*

# SARAH HABANSKY

(b) (6)

## LEADERSHIP CAREER HISTORY

### Trump Pence Presidential Campaign | Chicago, IL

#### ADVANCE LEAD

2016-Present

- Developed and organized all logistics surrounding campaign rallies, town halls and fundraisers.
- Delivered critical information to the candidate concisely and anticipated their needs throughout the event.
- Managed relationships with the local team to ensure a successful event.

### Freelance Work | Chicago, IL

#### CONSULTANT

2015-2016

#### COEO SOLUTIONS

- Developed and implemented a new marketing strategy built around social media platforms that resulted in increased company awareness.
- Researched and developed content for weekly blogs posted on website and sent to potential customers.
- More than doubled followers on Twitter and company page likes on Facebook.

#### KIDS ON THE GROW

- Developed and implemented a new social media strategy that resulted in increased company awareness.
- Created a strong online presence by designing and maintaining Facebook Company page and events.
- Connected clients via Twitter by creating a handle and consistent tweets with relevant content.

### Illinois Technology Association (ITA) | Chicago, IL

#### VICE PRESIDENT

2012-2014

- Established a reputation for continuously handling increasing responsibilities by earning fast-track promotions from Manager to Director of Programs and Events, and finally, to Vice President of the association.
- Advocated on behalf of ITA members for issues of importance to the Chicago tech industry, including; patent reform, immigration reform, tax reform and security.
- Developed and managed relationships with state and national legislators and local and national partner organizations including; TechNet, TechAmerica, Fwd.us and Illinois Business Immigration Coalition (member of steering committee) to help support our legislation.
- Coordinated successful grassroots and lobbying efforts on key state legislation by engaging local technology executives and educating the legislators.
- Fostered relationships with C-level technology executives and organizations to expand association awareness and increase attendance at events and programs.
- Led website development and launch for ITA members by managing development team for website production, including; design, CRM admin build, budget control, production timetable, status reporting, client /project team coordination and quality assurance. Provided leadership to design firm to identify key requirements, defined project scope and project plan, schedule and collaborated with internal team to develop a marketing plan to launch completed website.
- Pioneered, developed content, led and managed marketing and promotion of 50+ yearly industry events, such as key speakers, vertically focused events, industry trends panels, and curriculum-based programs, increasing attendance more than 60% from 2012-2014

#### DIRECTOR, PROGRAMS AND EVENTS

2009-2012

Established and grew communication channels, in close collaboration with the senior-level executives. Identified and optimized program and sponsorship opportunities association-wide.

#### NOTABLE ACCOMPLISHMENTS:

- Positioned organization for growth as reflected in pushing annual sponsorship funding to \$500K from \$50K.
- Contributed strategic insights in improving and expanding association programs, special events, and consumer-focused offerings.



# SARAH HABANSKY

(b) (6)

- Organized the overall events/executions. Developed budgets, venue selections, promotion and marketing for the association of 500 member companies with annual sales of \$175K.
- Negotiated vendor contracts on a limited budget that focused on service, scope and objectives. Supervised caterers, audio visual production, florists and entertainers in the delivery of product and service excellence.

## MANAGER, PROGRAMS AND EVENTS

2005–2009

Provided oversight to all ITA programs and events, which included summer golf tournaments, monthly roundtables, and annual awards gala. Leveraged skills in administering and implementing event logistics, such as audio/video production, registration, venue and catering selection, and all other key event components.

### Executives' Club of Chicago | Chicago, IL

## MANAGER OF COMMITTEES, PROGRAMS AND EVENTS

2004-2005

Proficiently created and oversaw the entire aspects of event planning initiatives, which included all business meals, receptions, committee meetings, and international conferences.

### NOTABLE ACCOMPLISHMENTS:

- Earned commendation as driving force behind all event logistics implementation, including promotional content development, event marketing, speaker solicitation, venue contract negotiation, audio/video setup, registrations, and invoicing processes within a limited budget.
- Successfully initiated fundraising and corporate sponsorship solicitation efforts for all programs.

### Presidential and Senatorial Campaigns | Washington, DC; Chicago, IL

## ADVANCE EVENT COORDINATOR

2003-2004

Collaborated with the press, service and event vendors in efficiently planning and administering staging, lighting, sound, and seating logistics with a limited budget for all campaign events.

### NOTABLE ACCOMPLISHMENTS:

- Drove strategic vision in coordinating and directing all site logistics for the vice president's campaign rallies and fundraisers.
- Built longstanding trust relationships with the U.S. Secret Service through consulting activities to effectively coordinate the vice president's site movements.

## FINANCE DIRECTOR; EVENTS COORDINATOR

2003

Master-planned, organized, and spearheaded fundraising events for the major senatorial election campaign; successfully raising over \$400K within three months. Facilitated the campaign's in-house finance operations, as well as the finance committee with more than 70 members.

### United States House of Representatives | Washington, DC

## SCHEDULER; OFFICE MANAGER

1999-2003

Rendered proactive assistance in organizing and implementing the 108<sup>th</sup> Congress Freshman Class Orientation. Presided over the personal and office schedules, budgets, finances, and payroll initiatives for the former Chairman Bob Ney of the Committee on House Administration.

## EDUCATION

BACHELOR OF ARTS IN HISTORY, WITH MINOR IN POLITICAL SCIENCE

Miami University | Oxford, OH

## TECHNICAL ACUMEN

Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)  
Industry Contact Database, Social Media and Internet Applications



**Zead A. Haddad**

(b) (6)

**Email:** (b) (6)**Phone:** (b) (6)

Advisor with critical thinking, problem solving, and decision-making experience: An ability to communicate thoughts and ideas in collaborative fashion; aptitude to think in a fluid manner; and a commitment to enhancing an organizations ability to address complex problems and develop forward-looking strategies on policy related to its mission and prosperity.

**Education**

**Bachelor of Arts in International Relations, 1998**  
Michigan State University, James Madison College

**East Lansing, MI**

**Juris Doctor, 2003**  
Western Michigan University Cooley Law School

**Lansing, MI**

**Michigan Supreme Court, Summer 2002**  
**The Honorable Robert P. Young, Jr.**  
Judicial Externship

**Lansing, MI****Experience**

**Ohio GOP (October – November 2016)**  
Deputy Director, Election Day Operations

**Columbus, OH**

- Managed the recruitment and placement of over five hundred poll observers during the Presidential Election of 2016.

**Policy and Political Research (November 2016 - Present)**  
Policy Research Advisor (January 2009 – June 2012)

**Columbus, OH**

- Developed research and strategic insights on public policy, stakeholder relations, and political circumstances for business decisions and organizational planning.
- Analyze policy initiatives through measuring them against stated objectives, assessing their implementation costs and risks, and determining the best available means of monitoring and evaluating their progress.
- Enhance decision-making capacity to link policy formulation to realistic outcomes using research, strategic planning, and forecasting.
- Assisting organization in circumventing novel challenges by identifying and communicating information designed to allow leaders to better adapt and respond to changing environments.
- **Focus:** Energy Policy; Environmental Regulation; Political-Mobilization; and, Status of risks and the interaction of politics and business with emerging economic, social, and regulatory demands.
- **Past Projects:** Provided clarity on the decision-making process on greenhouse gas (GHG) regulations in the United States government; Provided insights on evolving U.S. patent regulations; Advised state-level officials on national energy policy developments, international aspects of regulations, and new factors being incorporated into emerging sustainability-focused initiatives in the US.

**United States Department of Energy (March 2001 – January 2008)**

**Washington, DC**

Office of Policy and International Affairs

Senior Policy Advisor

- Advised and served the Department's leadership on domestic and international energy policy analysis, evaluation, and implementation in relations to our National Energy Policy.
- Advised on short-and medium-term policies leadership should consider, through a range of policy papers and briefings.
- Developed and implemented government-wide panel discussions on emerging issues facing Department's decision-making on domestic and international energy policy.
- Department used policy analysis to better inform its policy-making, negotiations with international partners and intra-governmental meetings.
- Coordinated with governments of other nations, and involved in negotiations of bilateral and multilateral agreements for energy and technology cooperation.
- Participated in forums and proceedings pertaining to global energy issues that fostered better dialogue on open markets and investment flows, and oil markets.
- Established important external relationships to improve office knowledge of various activities, issues, and policies.
- International coordinator for various department events including, the Carbon Sequestration Leadership Forum and the LNG Ministerial Summit, in Washington, D.C.
- Involved in the Administration's Policy Coordination Group on Climate Change for G8 Summit, July 2005.
- Participated in the Department's obligations for the Committee on Foreign Investment in the United States (CIFUS) to identify and investigate the implications of investments in the U.S.
- **January 2002 - January 2003:** Official Leave of Absence to complete Law School.

### **International Policy Assignments at the Department of Energy**

- Policy Advisor for the Secretary of Energy during his visit to Riyadh, Saudi Arabia.
- Member of Secretary of Energy's mission to Europe: London, England and Rome, Italy.
- Policy Advisor for the Under Secretary of Energy during his visit to Germany, Finland, and Northern Russia.
- Member of U.S. delegation to the 2<sup>nd</sup> Annual U.S.-Russia Commercial Energy Summit, St. Petersburg, Russia.
- Policy Advisor for Assistant Secretary of Policy and International Affairs at the U.S. - Saudi Arabia Energy Bilateral Consultations held in Riyadh and Dhahran, Saudi Arabia.
- Member of U.S. Delegation to the 9<sup>th</sup> Annual International Energy Forum (IEF) held in Amsterdam, Netherlands.
- Policy Advisor for the Assistant Secretary of PI to the U.S.-Italy Technical Investment Roundtable, Rome, Italy.
- Represented the Department at "Libya Energy Week," first event U.S. corporations attended since the initial removal of economic sanctions by the U.S. in 2004, Tripoli, Libya.

**Additional Policy, Political and Organizational Management Experience**

**Phil Pavlov for Congress (February 2016 – August 2016)**  
Campaign Manager

**Port Huron, MI**

- Managed the Congressional campaign for state Senator Phil Pavlov in Michigan's 10th District.
- Coordinated the campaign's activities for fundraising, digital-media content, public communications, public policy development, and political operations.

**Ohio Victory 2012 (June 2012 - December 2012)**  
Deputy Director and Director of Political Deployments

**Columbus, OH**

- State-wide Deputy Director for a multi-million dollar Republican National Committee (RNC) fund focused on grass-roots operations in Ohio during the Presidential Election of 2012.
- Accountable to Regional Director of the RNC for preparing and immediate reporting of statewide budget. State Operations: 39 offices and 148 employees.

**B&D Consulting (January 2008 - January 2009)**  
Vice President of the Energy and Climate Change Practice

**Washington, DC**

- National regulatory planning, policy analysis and external communications advisor.
- Coordinated engagements with foreign governmental and private sector entities on renewable energy, North American natural resource development, and relevant economic trade issues.

**Robert Young for Justice, Inc., (February 2002 – November 2002)**  
Campaign Manager

**Plymouth, MI**

- Managed the successful statewide re-election of the Honorable Robert P. Young, Jr., to the Michigan Supreme Court.

**Bush - Cheney 2000, Inc., (June 2000 – December 2000)**  
Regional Field Director

**Lansing, MI**

- Organized and managed the political operations of 14 counties in Michigan during the Presidential election of 2000.

**Michigan House of Representatives (February 1997 - July 2000)**  
The Honorable Mick and Mary Ann Middaugh  
Staff Assistant

**Lansing, MI**

- Aide to the Assistant Majority Floor Leader on political, legislative, and constituent issues.

# ROBERT HAUS

## POLITICAL, COMMUNICATIONS AND ISSUE MANAGEMENT LEADER

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Experienced in identifying and working with key elected officials to advance and communicate key messages as well as mobilizing grassroots support to augment those messages.

Managed political and corporate issue campaigns under intense media and political scrutiny.

Skilled in message identification, preparation, and delivery.

Expert in crisis communication and team leadership.

Developed and managed geographically dispersed corporate and political teams.

Excel at formulating and executing strategies under pressure and within tight deadlines.

## EXPERIENCE

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**2016—Present**    **The Grassley Committee**    **Des Moines, IA**  
*Campaign Manager*

- Managed \$9 million budget, oversaw 15 staff members as well as outside vendors; mobilized grassroots support through key coalition groups and endorsements; developed paid and earned media messages and strategies; managed campaign press outreach and served as on-camera spokesman; managed digital efforts and digital staff; led direct mail and email operations; and worked with key state and federal elected officials to support Sen. Grassley.

**2015—2016**    **Office of the Governor**    **Des Moines, IA**  
*Chief Advisor, Lt. Governor Reynolds*

- Served as lead staff member for Lt. Governor; oversaw all official and political scheduling; supported key issue areas of: Science Technology Engineering and Mathematics (STEM), Workforce Development, Economic Development and Energy Policy; drafted policy statements and public speeches; directed and coordinated work of Governor's policy staff to support the Lt. Governor; and organized trade mission to Israel.

**2012—2015**    **Perry for President / RickPAC**    **Des Moines, IA**  
*Chief Strategist, Iowa*

- Developed and executed Iowa caucus campaigns; assisted in policy development on key issues such as agriculture, trade, and renewable energy; assisted in development of public speeches and policy white papers; managed Iowa political press; oversaw coordinated efforts to assist Iowa legislative candidates; and assisted in paid political messaging.

**2010—2013**    **PolicyWorks, LLC**    **Des Moines, IA**  
*Vice President, Public Affairs*

- Created, managed and executed large-scale coordinated public affairs campaigns designed to achieve key public policy goals for a diverse group of clients. Clients included: Google, Inc., American Cancer Society, Pew Center on the States, Iowa State Troopers Association, and the Renewable Fuels Association.
- Integrated public affairs goals with state and federal governmental affairs activities; planned and executed media events on behalf of clients, including preparation of key elected officials for

those events; developed comprehensive earned media strategies, including interviews, press releases, opinion editorial submissions and third party media strategies; publicized corporate charitable grants to maximize goodwill and brand management; worked directly with key state and federal elected officials on public policy issues; and developed and initiated a grassroots mobilization plan for a member-based organization to promote their public policy agenda, including website development, digital media, and print and radio promotion.

**2006—2010      Eagle Media Group      Des Moines, IA**

*Owner*

Planned and executed television, radio, print and digital strategies exceeding \$12 million in 28 states for corporate and political clients. Clients included: DCI Group, LLC, Progress For America, Congressman Steve King (IA), Senator Fred Thompson (TN), Republican Party of Iowa, and the Iowa Association of Business & Industry.

Drafted overall media message and strategy; managed of still, video and audio recording; editing and post-production processes; and management of placement mediums and channels, placement negotiation and pricing, order execution, and post-buy analysis.

**2000—2006      DCI Group, LLC      Washington, DC**

*Managing Consultant, Public Policy / Public Affairs*

- Coordinated public policy communications on behalf of AT&T in 18 western states including: Idaho, Iowa, Minnesota, Missouri, Montana, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.
- Developed and planned public policy communications to elected officials; managed third party communications on public policy issues; established and managed budgets of \$3-\$5 million per year; and served as AT&T Acting Regional Vice President for Public Affairs, Midwest Region.
- Worked from offices in Austin, Chicago and Denver.

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**INTERNATIONAL EXPERIENCE**

**Parliamentary Elections Consultant, HZDS, Slovakia.**

**Instructor, International Republican Institute, Poland.**

**Delegate, American Council of Young Political Leaders, Australia, Brazil and Chile.**

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**EDUCATION**

**University of Iowa College of Law**  
Juris Doctor, With Distinction

**Iowa City, IA**

**Iowa State University**

**Ames, IA**

- B.A., Political Science
- B.A., Sociology
- Structured Minor, English

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**CONTACT INFORMATION**

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**KAYLA D. HENSLEY**  
(b) (6)

## EDUCATION

**Eastern Illinois University** Charleston, IL

12/2002

- Bachelors of Science, College of Business and Applied Science
- Major: Marketing

## EXPERIENCE

**Donald J. Trump for President**

11/2015-11/2016

Donald John Trump is an American businessman and the President-elect of the United States. In June 2015, Trump announced his candidacy for president as a Republican and quickly emerged as the front-runner for his party's nomination.

**Houston Director/Texas Social Media Manager**

- Recruited team and managed volunteers at the Houston Trump headquarters.
- Spoke, participated and managed various Republican Party events in Houston, TX.
- Executed my campaign field plan and organized field events throughout my region.
- Created and managed the Texas for Trump Facebook page and Twitter account.
- Created graphics, designed and maintained event postings, presentations and marketing for local campaign events.
- On the Whip team at the National Convention and the State Convention.
- Attended numerous campaign events statewide, meeting with high profile community leaders forming relationships and reacting to questions.

**Abby Executive Suites Houston, TX**

10/2013 - 7/2015

With over 30 years' experience in the office and workspace industry, Abby Executive Suites offers 24/7 office space, meeting room rental and virtual offices for the business professional. Abby operates in 23 Business centers across 4 cities including Houston, Dallas, San Antonio, and New Orleans.

**Operations Manager/Marketing and Social Media Coordinator**

Operations:

- Generating profitable new business through prospecting and enquiry handling.
- Driving and maximizing revenue through up-selling of variable services to new and existing customers.
- Conducting Tours with the goal of converting a prospect into a customer through effective listening and selling the right solution.
- Prospecting to generate leads through local companies, partnerships and property brokers.
- Effectively managing leads and updating CRM throughout the sales process from start to close of deal.
- Keeping abreast of the local market by attending networking events and building strong channel relationships with commercial brokers.
- Accountable for Centre profitability, Centre performance and Centre success through P&L management.
- Driving revenue by maximizing service revenue.
- Management of renewals to retain every customer at a profitable margin.
- Maximizing occupancy and profitability of the center by proactively managing customer expansion requirements.
- Participation in monthly center business review process, account for profit and loss, drive agreed actions to enhance center performance.
- Management, guidance, motivation and training of the center team.
- Customer satisfaction, while maintaining and developing customer relationships.
- Ensure the center team is delivering exceptional customer service.
- Recruiting, inducting, training, managing, motivating, leading and developing a center team.
- Radio Show Guests, Craigslist Ads, Flyer Creation.
- Lunch & Learns, Performance Presentations.
- Client Testimonials, Networking events and Facebook/LinkedIn Pages.

**PROS, Inc. Houston, TX (Contract)**

4/2013-7/2013

PROS Holdings, Inc. (NYSE: PRO) is an original big data software based in Houston, Texas. PROS offers big data solutions to optimize sales, pricing, quoting, rebates and revenue management across more than 30 industries. PROS has implemented more than 500 solutions in more than 55 countries. The PROS team comprises more than 650 professionals around the world.

**Social Media Manager**

- Worked directly with the Digital Marketing Manager to create and implement the social media “Playbooks” for events and new product promotion campaigns; including designating Social Media “Leads” and preparing them with the tools needed for both domestic and European campaigns.
- Daily management of Twitter, Facebook, LinkedIn, LinkedIn Group and Hootsuite accounts.
- Responsible for creating trackable links for company assets and sharing among appropriate departments to encourage employee content sharing.
- Monitored all social media accounts for engagement and comments and responded as needed.
- Maintain social media calendar.
- Monitor social media activity and properties to determine which efforts are delivering the most value and why.
- Conducted one on one training with employees on social media as needed.
- Onsite and Offsite support.

### **DandSocial Media Houston, TX**

4/2012 – 6/2015

Founded in April of 2012, DandSocial Media is a Social Media Management company dedicated to helping local small businesses gain visibility in their communities and industries through various social media outlets. Offering services such as platform training, development, and full-service management.

#### **Owner**

- Create and design all necessary company platform pages including Facebook, Twitter, LinkedIn, YouTube, Pinterest, Google+ and Instagram.
- Develop monthly Social Media campaigns consisting of daily updates, contests, and content creation.
- Executive and employee training on social media best practices and how to effectively use all platforms to increase business leads.
- Conduct presentations to upper-level management on the purpose and benefits of social media for business, as well as, educate them on their responsibilities.
- Evaluate competitors and conduct social media audits which consist of keyword and content analysis.
- Manage company blogs, which involves suggesting topics, guest blogger recommendations, blog post delegation, editing, proofreading and posting.
- Proficient in Wordpress, Microsoft Office and Outlook.

### **Employer Flexible Houston, TX**

3/2011 - 9/2012

Employer Flexible is a premier PEO and placement agency established in 2003. With over 100 employees, Employer Flexible has won such awards as The Houston Business Journal’s Best Places to Work (2 years in a row), and Houston’s Largest Temporary placement firm in 2010-2011.

#### **Business Development Manager-Galleria, Uptown, Westchase**

- Created new marketing materials such as flyers, pamphlets, and presentations geared to support account penetration and develop sales opportunities.
- Developed the concept and design for the Employer Flexible booth at the 2012 HR Symposium which involved theme, backdrop, promotional products, and give a ways.
- Attended several local Networking events through The Chamber of Commerce, The Houston Club, InHouston, and other networking groups.
- Leveraged all Social Media platforms to facilitate company research and lead generation.
- Coordinated several in-office activities and events to promote office culture and positive work environment for all employees.
- Full Cycle Sales--cold call, setting appointments, negotiating, and closing new accounts.
- Self-produced a profitable book of business using various sales tactics including cold-calling, marketing campaigns, networking, and social media.
- Successfully added over 25 new clients during my tenure at Employer Flexible.
- Consistently had over 10 clients on billing, contract and direct hire.
- Accomplished history in account relationship building, retention, penetration and pursuit of new opportunities that generate new revenue streams.
- Highest producing sales representative from April-August 2012
- At or above 100% of set budget for GM and hours billed for six consecutive months.
- Met with 6-10 new prospects per week; 2 clients visits per week.
- Attended at least one networking function a month to increase visibility and business growth.
- Responsible for updating and maintaining weekly GM, hours, clients and contractors on billing reports.
- Proficient in both Maxhire and Tempworks candidate tracking applications.



**Alexander Chiropractic Champaign, IL**

9/2006 – 2/2007

Dr. Raymond Alexander has been a chiropractor in Champaign, Illinois for 10 years. A Logan college graduate, certified athletic trainer, and acupuncturist, he uses a combination of chiropractic, physical therapy, sports medicine, and acupuncture techniques to address the needs of his patients.

**Chiropractic Assistant/Office Manager**

- Greet and process new patients; update travel cards and schedule patient appointments.
- Set up patients on traction tables and applied stem therapy.
- Helped increase one-week patient visits from 100 to 180 in six months
- Called on patient insurance and delivered insurance information, as well as, recorded insurance payments.
- Incorporated a paperless system in the office reducing costs, and increasing efficiencies.
- Maintained patient records and paperwork with high level of attention to detail
- Called on and set up appointments with local corporations to discuss referral benefits.
- First Assistant to be trained on film X-ray and development.

**Enterprise Rent-A-Car Danville, IL**

11/2004 – 8/2006

Enterprise Rent-A-Car is the largest rental car company in America, focusing on exceptional customer service and employee development. Enterprise operates over 6,500 locations in five countries, including the U.S., U.K., Canada, Ireland and Germany.

**Assistant Branch Rental Manager**

- Top-Ten "Elite Event" sales winner monthly occurrence.
- Responsible for growing fleet 20% by producing new clients through successful marketing calls.
- Developed and maintained positive relations with our accounts which included mushrooming the accounts to their capacity.
- Directly responsible for branch customer service satisfaction rating of over 85%.
- Trained, developed, and continually motivate employees to reach daily and monthly goals.
- Maintained records for the branch including deposits and accounts receivables.

**Family Video Rockford, IL**

4/2000 – 10/2004

Family Video is the largest privately owned movie and game rental center in the Midwest, consisting of 765 stores in 19 states, known for excellent customer service, selection and low prices. Reports annual sales of over \$200 million and employs over 6,000 employees.

**Store Manager**

- Managed a staff of 12 part-time and three full-time employees, as well as, their schedules.
- Selected and reviewed applications, as well as, conduct interviews and develop new hires.
- Executed all new hire training initiatives and performance evaluations.
- Maintained all aspects of payroll including scheduling, approving hours, and submission.
- Kept all accounting records such as bill payment, bank reconciliations, and deposits.
- Managed sales floor, merchandising, inventory control, and loss prevention.

**AWARDS AND RECOGNITION**

- Ranked #64 on **Houston's Top 100 Social Media Power Influencers 2013** by [www.ericftung.com](http://www.ericftung.com)

**LEADERSHIP/INVOLVEMENT**

- Member of Enterprise Rent-a-Car Diversity team for one year. Responsible for bringing diversity awareness to management and their branches.
- Member of Enterprise Rent-a-Car Steering Committee for one year. Responsible for keeping all four main branches in the Champaign City group involved in community events and fund raisers.
- Offshore Technology Conference-Volunteer 2012.
- Member of Employer Flexible "Mud Run" Team-May 2011.

**TRAINING/CERTIFICATIONS**

- Sandler Sales Training-April 2011 to September 2012.
- Recruiting and Sales Training by Greg Doerschling-2011.
- CTS - Certified Temporary Staffing Specialist Completion.

# SHAYLYN HYNES

(b) (6)

## COMMUNICATIONS EXPERIENCE

**Office of Congressman Ted Poe (R-TX), Communications Director**, January 2011-Present      Washington, D.C.

- Serve as the sole spokeswoman for the Congressman, responding to all local and national media inquiries.
- Manage press team.
- Develop and execute strategic communications plan to drive the Congressman's policy agenda as well as the agenda of the House Subcommittee on Terrorism, Non-Proliferation & Trade which he chairs.
- Author hundreds of speeches delivered daily by Congressman Poe on both the House floor and in the district.
- Draft and place op-eds in local, regional and national news outlets.
- Write press releases, statements, e-newsletters and mass mail pieces.
- Pitch stories and promote legislation to print, television and radio contacts both locally and nationally.
- Plan and execute major press conferences both in the Capitol and in Houston.
- Manage all content on the Congressman's Social Media Accounts and Webpage.
- Build extensive list of national and local media contacts.

**Ted Poe for Congress, Communications Director**, 2012 & 2014 Election Cycle      Washington, D.C.

- Staff the Congressman at campaign fundraising events in Washington and Houston.
- Work with Campaign Manager to develop and execute outreach plan for campaign.
- Assist with creating content for Campaign Website.
- Opposition research.
- Work with ad developer and local paper to place ads leading up to election.

**Office of George W. Bush, Media & Trip Coordinator**, 2009 – 2010      Dallas, TX

- Authored strategic briefing papers to prepare Mrs. Bush for media interviews.
- Performed comprehensive research to produce backgrounders and anticipated questions.
- Directly interfaced with international and local television reporters, correspondents and journalists.
- Identified news articles of interest to Mrs. Bush and compiled articles for her review of current events.
- Coordinated Advance Teams and led pre-event walk throughs with Secret Service and hosts.
- Drafted event briefing papers detailing timeline, organization and event backgrounds, and biographies.
- Assisted with special events hosted by President and Mrs. Bush.

**The White House, Office of the First Lady, Press Intern**, Summer 2008      Washington, D.C.

- Conducted media research and provided critical news updates to the First Lady's staff on current events.
- Managed and compiled collection of press mentions and photos that were distributed to the First Lady and staff.
- Prepared media briefing papers for the First Lady.
- Contributed to production of year-end report by producing multiple, one-page summaries of the month.
- Assisted the White House Social Office with special events.

**FOX News, *Special Report with Brit Hume*, Intern**, 2004 – 2005      Washington, D.C.

- Performed research to assist producer of the nightly political news program in developing package angles.
- Accompanied reporters on-location and selected the show's "kickers" (short, humorous, vintage, video clips).
- Assisted reporter covering 2004 Presidential election night events and producers in assembling/editing news clips.

## **RELEVANT EXPERIENCE**

**George W. Bush Foundation, Development Operations Coordinator, 2010-2011** Dallas, TX

- Managed the processing of major gifts and produced daily income reports distributed to the entire staff.
- Oversaw responses to all direct mail requests and ensured all records were accurate in Raiser's Edge database.
- Supported the Director of Development Operations with special projects.
- Launched the George W. Bush Presidential Center's social media accounts.
- Served as President and Mrs. Bush's press advance lead for Dallas-based events.

**Office of Senator John Warner, (R-VA), Senatorial Intern, 2003-2004** Washington, D.C.

- Authored summaries of Senate hearings for Senator's staff.
- Performed special research projects and conducted fact checks.
- Regularly communicated with constituents in writing and over the phone.

## **EDUCATION**

**Southern Methodist University, 2009** Dallas, TX  
Bachelor of Arts in **Political Science**; Minor in **Economics**  
Chi Omega Women's Fraternity; SMU College Republicans

**The Madeira School, (b) (6)** McLean, VA  
Senior Leadership Team, Student Government; Leadership Diversity Board  
Delegate & Officer, Model United Nations; Political Reporter, *The Spectator*



Roger A. Jarrell II, Esq.  
(b) (6)

**EXPERIENCE**

6<sup>th</sup> Virginia Congressional District Director, Donald J. Trump for President Campaign, Lexington, VA, September 2016 to November 2016

- Served as field director for 6<sup>th</sup> Congressional District of Virginia leading all grassroots efforts for campaign
- Served as a liaison to the Republican Party of Virginia and the unit structure
- Organized and directed volunteer recruitment and voter registration efforts
- Organized and led massive student voter and grassroots effort at Liberty University resulting in over 5,000 new voter registrations

Chairman, Rockbridge Area Republican Committee, Lexington, VA, March 2014 to Present

- Chairman of combined Republican unit of Lexington, Rockbridge County and Buena Vista
- Serve on 6<sup>th</sup> Congressional District Republican Committee
- Elected in 2012 and reelected in 2014
- Successfully reelected Delegate Ben Cline in 2015 while managing successful race for Commonwealth Attorney for Lexington-Rockbridge
- Raised over \$15,000 in 2016 breaking a record for the unit

Private Practice Attorney, Roger A. Jarrell II, Esq., Charleston, WV 2009 to Present

- Specialize in commercial and consumer litigation, energy law and Mine Safety and Health Administration (MSHA) matters
- Areas include matters involving RESPA, TILA, FDCPA
- Provide legal counsel to various corporate clients, including medical practices

Associate, Spilman Thomas & Battle, PLLC, Charleston, WV, April 2006 to 2009

- Provided legal counsel to various corporate clients in matters involving the West Virginia Consumer Credit and Protection Act, the Fair Debt Collection Practices Act, RESPA and TILA
- Litigator with primary focus on commercial and consumer transactions

- Specialized in commercial and consumer litigation, energy law and Mine Safety and Health Administration (MSHA) matters
- Assisted clients in defending against workers' compensation claims
- Served as City Attorney for South Charleston prosecuting criminal cases and providing general counsel on municipal matters

Associate, **Allen Guthrie McHugh & Thomas**, Charleston, WV  
May 2004 to May 2006

- Primary practice involved defending banks and commercial lenders in matters involving the West Virginia Consumer Credit and Protection Act, RESPA, and TILA
- Represented physicians in various matters including medical malpractice claims and complaints filed with the state medical board
- Represented various coal mining entities in regulatory disputes and other civil litigation

Summer Associate, **Allen Guthrie McHugh & Thomas**, Charleston, WV  
May 2003 to August 2003

- Conducted legal research and drafted legal memoranda pertaining to class action certification issues
- Assisted in representation of physicians before the state medical board
- Assisted coal mining company defend against mechanic's lien

Legal Intern, **U.S. Chamber of Commerce**, Washington, D.C.  
Summer 2002

- Drafted examination outline for a witness appearing before the U.S. Senate Judiciary Committee regarding the Class Action Fairness Act of 2001
- Wrote position paper advocating U.S. Chamber of Commerce endorsement of proposed Victims' Rights Amendment as a means of building support for the Class Action Fairness Act within the U.S. Senate
- Prepared analysis of negligence systems in states targeted for tort reform by the U.S. Chamber of Commerce

Development Associate, **Stonewall Jackson House**, Lexington, VA  
October 1999 to January 2001

- Managed fundraising efforts for historical site resulting in \$100,000+ in annual contributions
- Coordinated lobbying effort securing \$50,000 matching grant appropriated by the Virginia General Assembly

Insurance Agent, Roger Jarrell & Associates, Richmond, VA

March 1997 to October 1999

- Insurance agent holding licenses in life and health insurance, property and casualty insurance, and securities
- Managed staff of six employees providing full insurance and financial services to small business and individuals
- Directed marketing and sales efforts resulting in agency with over 500 clients

Political Consultant, Roanoke, VA

January 1994 to March 1997

- Provided public relations and grassroots services to Virginia-based political campaigns including those of Oliver North, Senator John W. Warner, Senator Ken Stolle, Delegate Roger McClure, and Delegate Allen Dudley
- Also served as regional political director to the Republican Party of Virginia during the 1994 and 1996 U.S. Senate campaigns

Legislative Assistant, Congressman Bob Goodlatte, Washington, D.C.

1993 to 1994

- Drafted speeches and constituent correspondence
- Researched various foreign affairs and national security issues
- Coordinated nomination and appointment process for the U.S. Service Academies

Organization Director, Bob Goodlatte for Congress, Roanoke, VA

1992 to 1993

- Organized campaign volunteer and grassroots efforts
- Served as candidate's scheduler and personal assistant
- Managed office and campaign database

Intern, Office of Public Affairs, U.S. Department of Commerce,

Washington, D.C, Summer 1990

- Intern in speech writer's office drafting talking points for U.S. Secretary of Commerce Robert Mosbacher

**EDUCATION**

**Washington and Lee University School of Law, Lexington, VA**

J.D., May 2004

Executive Officer, Moot Court Board, 2003-2004

Public Prosecutor, 2003-2004

- Served as a Public Prosecutor with the Commonwealth Attorney in Rockingham County, Virginia during third year of law school
- Prosecuted misdemeanor and felony cases
- Secured convictions in all bench trials

Finalist, Moot Court Negotiation Competition, Fall 2002

**Virginia Military Institute**, Lexington, VA

B.A., International Studies, 1991

Attended Haus Rissen Institute for International Politics and Economics in  
Hamburg, Germany, Summer 1990

**ADMISSIONS**

West Virginia State Bar, West Virginia Supreme Court of Appeals, United  
States District Courts for the Northern and Southern Districts of West  
Virginia

**AFFILIATIONS**

Junior Warden of Mountain City Masonic Lodge No. 67; Member of  
Lexington Golf & Country Club; Member of Lexington Rotary  
International



## SUZANNE RYDER JAWOROWSKI

(b) (6)

**SKILLS** | Public relations, communications, government relations, market research, marketing strategy, business development, advertising, leadership, spokesperson.

**QUALIFICATIONS** | Experience in marketing communications, research, public relations and strategy in industries including banking, energy, technology, higher education, government, associations and tourism.

### **Trump Pence Campaign/Republican National Committee**

*State Director & Senior Adviser*

*April 2016 – November 2016*

*Responsible for executing a successful primary and general election campaign. Managed four offices across the state with a total of 16 staff and hundreds of volunteers.*

Accomplishments from primary race include:

- Ran the campaign with the highest voter turnout for a primary election in state history.
- Indiana was the first state to report a win for the candidate in the general election.
- Obtained an endorsement by Coach Lou Holtz, which went viral within minutes and created national press for the campaign days before the primary election.
- Developed and executed the political strategy for statewide campaign.
- Managed the ground-game which produced over 250,000 phone calls, 70,000 door knocks and distribution of over 80,000 yard signs throughout the state.

### **Hallador Energy/Sunrise Coal, LLC**

*Director of Communications & Government Relations*

*2010 – 2016*

*Responsible for marketing communications, public relations, government relations, and community outreach. Served as corporate and industry spokesperson.*

Accomplishments include:

- Increased investor, customer, community and government engagement, education and awareness through advocacy and communications programs.
- Developed corporate branding for all communications including new website, advertising, product brands, and communications with customers, community and investors.
- Created a community outreach program to engage and activate hundreds of supporters to sign petitions, attend community meetings and write letters.
- Selected to serve as the industry's Communications Chairperson for the State Association. Raised \$125,000 for, and developed, the state's first industry advocacy advertising campaign which resulted in a measured increase in awareness by 8% and positive attitude ratings by at least 5% on all measures.
- Served as company and industry spokesperson. Developed productive media relationships, which resulted in positive press coverage and education about the industry.

## **White+Partners Advertising**

*Vice-President, Planning & Research*

**1994–2010**

*Responsible for market research, marketing strategy and business development for agency clients. Full-time employee 1994–2001; moved out of area and became consultant 2001-2010.*

Accomplishments include:

- Developed the agency's strategic planning process which developed 75% of new client billings.
- Created the "Citizen Caucus" format for trending qualitative market research which contributed over \$400,000 to agency revenue.
- Developed the market research and strategy department for the agency, which served clients including AT&T, Biotechnology Innovation Organization, Verizon Wireless, American Coalition for Clean Coal Energy/AmericasPower.org, Edison Electric Institute, Amtrak, Virginia State Tourism Corporation, Pentagon Federal Credit Union, The Government of Bermuda and Strayer University.

## **WilliamsRandall Advertising**

*Consultant, Director of Research & Planning*

**2003–2010**

*Responsible for market research and marketing strategy for agency clients.*

Accomplishments include:

- Development of the agency research services program which added significantly to the agency revenue.
- Provided market research and strategy for clients including Indianapolis Power & Light (IPL), the National Collegiate Athletics Association (NCAA), Weaver Popcorn, Indy Car Series, Indiana Tourism, and Harrison College.

## **Independent Consultant**

*Principal, Ryder Research & Consulting*

**2003–Present**

*Conduct market research, focus groups, surveys and strategic planning for various clients on a free-lance basis.*

## **National Association of Life Underwriters**

*Director of Marketing*

**1990–1994**

*Responsible for marketing communications, membership marketing and non-dues revenue.*

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### ***Education***

B.S., Business Marketing, 1989  
Radford University, Radford, Virginia

### ***Community and Professional Involvement***

Chapter President for the American Marketing Association Washington, D.C., 1993–1994  
Indiana Coal Council's Communications Chairperson, 2014 – 2016

(b) (6)

# CATHERINE JEREZA

(b) (6)

(b) (6)

## RESULTS-DRIVEN EXECUTIVE ADVISOR

Valued resource to C-suite executives pursuing the impossible. Uncommonly strong talent for building and cultivating trusting relationships among multi-stakeholder teams under conditions of uncertainty, ambiguity and rapid change.

Demonstrated thought-leader for innovative ideas and solutions that create real opportunities and sustainable growth. Outstanding analytical and communication skills provide decision makers with clear, actionable information.

More than 24 years of experience helping business, association and government leaders break new ground in the energy, water and manufacturing industries.

(b) (6)

## PROFESSIONAL EXPERIENCE

Edison Electric Institute (EEI), Washington, DC

*Director, Infrastructure Resilience, October 2016 - Present (3 months): Co-leading the smarter energy infrastructure initiative for EEI while serving as Co-Secretariat of the CEO-led Electricity Subsector Coordinating Council (ESCC). As the principal liaison between the federal government and the electric power industry, the ESCC coordinates efforts to prepare for, and respond to, national-level disasters or threats to critical infrastructure.*

- Building broader and deeper relationships with multiple stakeholders across various business groups, functions and geographic areas to facilitate leading-edge thinking, build coalitions and form a policy framework that charts a path forward for electric power companies to create a more reliable, secure grid for all customers.
- Assisting four ESCC CEO-led strategic committees (Vision and Planning, Research and Development, Threat Information Sharing, Electricity Information Sharing and Analysis Center Member Executive Committee) in making sound, innovative decisions based on facts and business/industry knowledge gained through proactive research, benchmarking, networking and experience. Developed strategic committees' priorities through 2020.
- Providing independent technical expertise and business acumen as a peer reviewer for the DOE Cybersecurity for Energy Delivery Systems (CEDS) program to evaluate the performance of more than 20 research projects.
- Advising CEO of the North American Electric Reliability Corporation (NERC) in generating breakthrough ideas - ways for NERC to better support electric power companies reduce security risks to their energy infrastructure.

*Senior Manager, Electric Sector and National Infrastructure Protection, July 2015 - Sept 2016 (1 year, 3 months): Led high-profile, top priority initiatives that are advancing industry preparedness and response capabilities. Optimized ESCC resources and tools for greater effectiveness and shaped organizational responsiveness to better meet industry needs.*

- Achieved consensus among a cross section of more than 70 industry experts representing co-operatives, investor-owned utilities, public power, transmission operators and Canadian entities on the purpose and scope of a North American Cyber Mutual Assistance (CMA) Program. Designed and launched CMA within six months. Exercised and utilized CMA in next four months. To date, nearly 70 companies have signed on to participate.

- Quickly became trusted advisor to C-level security executives working to transform electric sector information sharing capabilities. Input into how to raise performance to meet expectations considered invaluable.
- Developed organizational processes for the ESCC to ensure strategic committee initiatives are collaborative, executed with discipline, and kept on track; followed up initiatives with performance analyses, insights and executive reporting to communicate progress, foster transparent accountability and drive results.

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## CORE COMPETENCIES AND EDUCATION

Strategy | Program Management | Stakeholder Engagement | Public Policy | Award-Winning Technical Communications

*M.B.A., Strategy, Loyola University Maryland, 2011*

*B.S., Chemical Engineering, Virginia Polytechnic Institute and State University, 1992*

**CATHERINE JEREZA**

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## ADDITIONAL PROFESSIONAL EXPERIENCE

### **McLeod Group, LLC, Columbia, MD**

**Director, November 2014 - July 2015 (9 months):** Recruited by service-disabled veteran owned small business to facilitate startup and major problem solving initiatives to strengthen national security programs.

- Worked directly with CEOs of PPL Corporation, Old Dominion Electric Cooperative and NERC and led project team to develop recommendations to turnaround NERC's Electricity Information Sharing and Analysis Center (E-ISAC), as project consultant for EEI. Helped establish the E-ISAC Member Executive Committee. Hired by EEI post-project to turn recommendations into action and ramp up E-ISAC performance.

### **Energetics Incorporated, A Subsidiary of VSE Corporation, Columbia, MD**

**Program Director, Strategic Initiatives, May 2010 - Nov 2014 (4 years, 7 months):** Promoted to lead and direct business unit after playing integral role in winning 2<sup>nd</sup> largest prime contract award in 30 year company history. Planned, budgeted and managed complex, three-year prime DOE contract that was extended two years and generated \$10M revenue for delivering superior value to eight Office of Electricity Delivery and Energy Reliability (OE) programs.

- Supervised nine staff. Conducted full and open competitions for issuing subcontracts. Organized and set up teams of 20 senior advisors that supported OE leadership overseeing \$147 million annual budget in research and development (R&D) projects for advancing oil, natural gas and electricity infrastructure cybersecurity, energy restoration, energy systems risk analysis, power electronics, energy storage, smart grid technologies and advanced distribution systems. Ensured compliance with Federal Acquisition Regulation requirements.
- Assisted Sr. VP of American Public Power Association in creating 1<sup>st</sup> *Public Power Mutual Aid Playbook*. Ensures a coordinated disaster response for more than 2,000 utilities with state and federal government officials.
- Led resilience planning efforts and interdependency studies for Critical Infrastructure Partnership Advisory Council (CIPAC) sector coordinating councils in the water, chemical, dams and nuclear sectors, as consultant funded by the U.S. Department of Security (DHS) Sector Outreach and Programs Division (SOPD). Roadmap previously developed for energy (electricity, oil and natural gas) became the model other sectors adopted.

**Program Manager, May 2008 - May 2010 (2 years):** Tripled cybersecurity task revenue. Hired three staff. Directed team supporting DOE CEDS national lab, university and industry projects. Worked closely with OE R&D Deputy Assistant Secretary to identify federal priorities to reduce grid risk, as Co-Executive Secretary for the White House Office of Science and Technology Policy Electric Grid Vulnerability Task Force. Synthesized input from 10 federal agencies and 28 experts.

**Senior Technical Staff, May 2006 - May 2008 (2 years):** Advised DOE CEDS program manager in establishing standards for research reports and developing multi-year program plan. Prepared technology roadmaps for the International Copper Association, American Society of Mechanical Engineers, and DHS Control Systems Security Program.

**Chemical Engineer, May 2004 - May 2006 (2 years):** Managed paper selection and speaker coordination for the Propane Education & Research Council's 1<sup>st</sup> World LP Gas Forum Global Technology Conference. More than 300 participants discussed new propane-fueled technologies with potential for driving growth in both U.S. markets and abroad.

**Maryland Department of Environment, Baltimore, MD; Environmental Specialist, May 2002 - April 2004 (2 years):** Collaborated with public water systems on corrective actions to ensure compliance with Safe Drinking Water Act.

**GE Water and Process Technologies (formerly BetzDearborn), Trevose, PA; Sales Engineer, January 1997 - April 2002 (5 years, 4 months):** Received Bethlehem Steel Environmental Achievement Award for saving \$500K annually. Won Top Gun Sales Award for excellence in customer service and stabilizing revenue base due to plant relocations and shut downs.

## **SELECT AWARDS AND RECOGNITION**

VSE Core Values Award for exemplary demonstration of integrity, agility and value - 2013

Women in Technology Unsung Hero Award Finalist for showing unique vision and talent - 2012

DOE American Recovery and Reinvestment Act recognition pin for contributions to success of ARRA programs  
- 2011

Society for Technical Communication International Technical Publications Excellence Awards - 2009, 2014

# Matthew L. Jewell

(b) (6)

## Relevant Experience

### Office of the Majority Whip

August 2015- Present

Special Assistant to the Majority Whip – Washington, D.C.

- Briefed the Whip on legislation prior to votes and backgrounds/bios before meetings with members, lobbyists, constituents, ambassadors, heads of state etc.
- Worked alongside the Director of Member Services on the floor to ensure that Mr. Scalise communicated with appropriate Members during Whip checks and votes.
- Able to recognize all Republicans in Congress by name, face and state.
- Implemented a new system of tracking incoming and outgoing correspondence which resulted in a more organized and accessible database.
- Coordinated member movements with the Dignitary Protection Division of the U.S. Capitol Police.
- Aided the Director of Operations with office operations and logistics.

### Office of Rep. Steve Scalise (LA-01)

December 2014 – August 2015

Staff Assistant- Washington, D.C.

- Assisted legislative correspondent with incoming and outgoing constituent mail via specialized software, fireside.
- Answered phones, conducted tours, managed digital & physical mail correspondence, filtered invitations for scheduler, tracked bills and amendments.
- Compiled press clips for communications team.
- Facilitated day to day operations of the office.
- Liaison to Mr. Scalise's spouse for all family, VIP and special friend tours.

### Office of Rep. Steve Scalise (LA-01)

January 2014 – December 2014

Bayou Field Representative – Houma, LA

- Assisted legislative correspondents with constituent emails on iconstituent and Fireside. Formally trained in both programs.
- Answered phones, conducted tours, managed digital and physical mail correspondence, submitted flag requests, organized academy nominations, tracked bills and amendments, worked extensively with Excel, purchased office supplies.
- Compiled daily press clips for Mr. Scalise and Communications Team. Distributed every weekday morning before 9:00am.

### Office of Rep. Steve Scalise (LA-01)

July 2011 – July 2011

Intern – Washington, D.C

- Answered Phones, conducted tours, managed digital and physical mail correspondence, submitted flag request.
- Composed bill summaries for Legislative Assistants.
- Worked with Excel to organize several office contact and legislative list.
- Helped facilitate day-to-day office activities.

## Education

### Nicholls State University – Thibodaux, LA

May 2013

- Bachelor of Science- Business Administration (Minor Political Science)

## University Activities

### Nicholls State Student Government Association

January 2010 - 2013

- President (2012 - 2013)
- Vice-President (2011 - 2012)
- Senator (2010 - 2011)

## Volunteer

### Bacon for Congress

November 2016

- Volunteered for a week leading up to Election Day on General Don Bacon, Nebraska's Congressional 2<sup>nd</sup> district. Worked directly with Campaign Manager and candidate to develop communications and GOTV strategies.

### Vitter for Governor

November 2015

- Volunteered for a week on Sen. David Vitter's campaign for Governor of Louisiana. Worked with grassroots directors to develop walkbooks, plan literature distribution, and improve GOTV strategy.

### Hunt Downer for Congress

November 2010

- Worked directly with Campaign Manager to develop GOTV walkbooks and manage call center.

# Patrick W. Johnson

(b) (6)

## Professional Experience

58 <sup>th</sup> Presidential Inaugural Committee	<i>Event Coordinator</i>	December 2016 – January 2017
<ul style="list-style-type: none"> <li>Assisted in facilitating interagency cooperation for public events on the Washington Mall</li> <li>Liaison between the inaugural media team and public swearing-in team for all things on the Washington Mall</li> </ul>		
Donald J. Trump for President	<i>Site Advance</i>	July - November 2016
<ul style="list-style-type: none"> <li>Effective implementation of advance travel arrangements and logistical requirements for fundraisers, rallies, and town halls</li> <li>Proven ability to manage life on the road while meeting deadlines and finding solutions to problems as they arose</li> </ul>		
NuMaya, LLC. – St. Louis, MO	<i>Owner &amp; CEO</i>	June 2015 - Present
<ul style="list-style-type: none"> <li>Created business and marketing plans, designed site layout, hired a team of engineers, and ran focus group meetings</li> <li>Managed fundraising efforts, ultimately leading to an angel investment of fifty thousand dollars</li> </ul>		
Department of Student Affairs - Columbia, MO	<i>Assistant to the Director</i>	November 2014 - May 2015
<ul style="list-style-type: none"> <li>Established event management protocol for future hires and lead for the Student Affairs event department</li> <li>Attended weekly staff meetings and participated in determining how to handle situations happening around campus</li> </ul>		
Renaissance Financial - St. Louis, MO	<i>Internship</i>	May - July 2014
<ul style="list-style-type: none"> <li>Completed company internship program requiring mentor interviews, weekly projects, and a final presentation</li> <li>Attended the firm's weekend away, hearing lectures from various speakers and participating in networking events</li> </ul>		
Markham Group - Washington, DC	<i>Event Specialist</i>	January - May 2013
<ul style="list-style-type: none"> <li>Successfully implemented plans and protocol for US Chamber of Commerce's <i>Hiring Our Heroes</i> Job Fairs</li> <li>Worked with local businesses and organizations to determine event marketing strategies</li> </ul>		
Mitt Romney for President – Boston, MA	<i>Site Advance</i>	March - November 2012
<ul style="list-style-type: none"> <li>Implemented advance plans for Governor Romney and Congressman Ryan traveling for over fifty trips across the country</li> <li>Liaison on the ground for the campaign between U.S. Secret Service, press, dignitaries, surrogates, attendees, and VIPs</li> </ul>		

## Work History

Division of Information Technology – 2014	Ann Wagner for Congress - 2011 - 2012
<ul style="list-style-type: none"> <li>Coordinated team movements across campus in real time as situations arose</li> </ul>	<ul style="list-style-type: none"> <li>Super volunteer assisting with town halls, rallies, and fundraisers</li> </ul>
White Company – 2009 – 2014	KJU Excavating – 2011
<ul style="list-style-type: none"> <li>Worked as a special assistant to the owner, learning property maintenance and general structure of the commercial real estate industry in four states</li> </ul>	<ul style="list-style-type: none"> <li>Assistant to the owner, managing company inventory and grounds management</li> </ul>
Balducci Vineyards – 2009 – 2013	Mosaic – Field Marketing – 2010
<ul style="list-style-type: none"> <li>Established myself as a special event employee and manager assistant</li> </ul>	<ul style="list-style-type: none"> <li>Product Marketing, Consumer Assistance</li> </ul>
Pevely Farms Golf Club – 2011 – 2013	Sandy Lucy for Mayor Campaign – 2010
<ul style="list-style-type: none"> <li>Crew Manager assigning daily tasks to team members and setting timelines for course maintenance projects</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer Campaign Assistant, participating in phone-banking, get out the vote, and campaign events</li> </ul>
AffAction, LLC – 2011 – 2012	Ike Lamke for Judge Campaign – 2010
<ul style="list-style-type: none"> <li>Assistant to the owner, learning the affiliate marketing and search engine optimization industry</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer Campaign Assistant, participating in door knocking, phone-banks, and signage placement across the county</li> </ul>

## Education

University of Missouri - Columbia	Graduation TBD
<ul style="list-style-type: none"> <li>Bachelor of Arts: Political Science</li> </ul>	
Saint Francis Borgia Regional High School – Washington, MO	College Preparatory Diploma (b) (6)
<ul style="list-style-type: none"> <li>Extracurricular activities: Varsity- Baseball, Soccer, Cross Country, Track, and varsity basketball team manager for three years</li> </ul>	



# JOSHUA J. JONES – MBA, ENGINEER & MANAGEMENT CONSULTANT

(b) (6)

## EXPERIENCED PROFESSIONAL

**CONSULTANT** – 5 years advising & implementing strategy, leading staff & managing operations for nonincumbent campaigns.

**PROJECT ENGINEER** – 5 years leading international construction projects - strategic planning, project management & analysis.

**GLOBAL MBA** – 1 year program in London, Shanghai & Dubai with innovation experience in management consulting.

## PROVEN RECORD

**ENGINEERING** – Promoted three times with proven record of success leading innovative \$100,000,000+ global projects.

**MANAGEMENT** – Awarded for business plan creating \$80 million in new revenues for International Fortune 500 Company.

**CONSULTING** – Leveraged strategic insight - trends, disruptive innovation & creative destruction - for structural change.

## POLITICAL STRATEGY & MANAGEMENT

### JJONES CONSULTING

USA (5 years: 2011 – Present)

Experienced professional entrusted as innovative change agent to lead start-up, growth, optimization & transformation. Trusted consultant, strategist & manager for non-incumbent candidates like **President Trump, Sen. Cruz & Dr. Paul**.

**TEXAS STATE DIRECTOR** – Donald J. Trump for President, Inc

TX, SC & IL (1 Year: Oct 2015 – Nov 2016)

1. Led largest competitive strategic battleground state with limited resources & exceeded challenging goals under budget.
2. Won strategic victory & swung 100 net delegates; restrained popular native son & toughest competitor to simple plurality.
3. Oversaw project management, communication & coordination (CRM) across 100s of 1000s of supporters & coalitions.
4. Promoted from within to lead strategy, organization & operations; managed growth of staff from 3 to 30 in final weeks.
5. Allocated to national strike force team working across competitive battleground states in the primary (won all of them).
6. Helped start up National office in San Antonio for Digital operations, assisted Data & Call Center team & mentored staff.
7. Promoted talking points as lead surrogate speaker in state at rallies, special events, third party organizations & media.
8. Interfaced across departments to recruit & train surrogates, coalition leaders & policy advisers; social media integration.
9. Made great deals to secure high profile strategic endorsements & built leadership teams to unite party & country.
10. Recruited & trained top-caliber volunteers & led hundreds of thousands of supporters in general election as sole staffer.
11. Discovered insightful trends in customer segments via Pivot Table analysis maximizing growth & operational excellence.

### CONSULTANT & CAMPAIGN MANAGER

LA, MN, MO, MS, NV & TX (5 Years: 2011 – 2015)

*Clients: Worked with successful private sector professionals competing in federal, state & local races across multiple states.*

- Advised clients, managed complex projects & led cross-functional teams translating strategy into operational reality.
- Analyzed business situations, generated insights via scenario planning & designed & implemented strategic initiatives.
- Created budgets, organizational design, streamlined operations, & oversaw transformational change & alignment.

## BUSINESS MANAGEMENT CONSULTING & ENGINEERING

**IXL CENTER** – *MANAGEMENT CONSULTANT, STRATEGY & INNOVATION; Client C-suite executives @Int'l Fortune 500 Dubai (2010)*

Awarded by Strategy VP for creative strategy development & insightful scenario planning for innovative business plan.

**SUBSEA 7** – *ENGINEER, PLANNER & ANALYST*

Houston (01/2003 – 12/07)

Project management professional, completed \$100 million client-facing projects safely, on time & under budget.

- Promoted to lead project analyses (\$300 million) – managed teams, advised plans & created budget proposals.
- Promoted to lead innovative deep water infrastructure project (\$100 million) managing strategy & operations.
- Promoted to lead strategic planning, managed WBS reports & optimized schedules, personnel & resources.

**3M, TECHNICAL AIDE (R&D)**

Austin (2000-02)

Assisted experts in comparative analysis of process optimization & new product development across diverse new markets.

## EDUCATION

**MBA**, HULT INTERNATIONAL BUSINESS SCHOOL – Awarded scholarship, Dean's List

London, Shanghai, & Dubai (2010)

**BS**, MECHANICAL ENGINEERING, UNIVERSITY OF TEXAS – Interned at 3M; Sr. Project with Schlumberger

Austin (2002)

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## EXPERIENCE

Assistant for Special Projects Susan Combs, Texas Comptroller of Public Accounts; Austin, Texas

*November 2008 – May 2012*

- Oversaw and managed various special projects of interest to the Comptroller
- Served as a liaison to the Legislative Affairs Division; coordinated and managed testimony for hearings; monitor bills that impacted agency, assisted with strategy for the CPA bill package
- Managed a variety of CPA legislative mandated reports, including coordinating division's timelines, outlines and deadlines
- Worked closely with CPA's Public Outreach Division on various publications, marketing and web promotions of CPA's programs
- Represented Executive Administration in Agency-Wide employee recognition event called eDay. Managed co-chairs in planning, budgeting, and organizing committee's for the annual CPA event

Sponsorship Manager Thomas Nelson Live Events; Plano, Texas

*August 2007 – November 2008*

- Managed Women of Faith and The Revolve Tour sponsorship contracts by maintaining relationships with sponsors and fulfilling all contract obligations
- Collaborated cross departmentally with executive team, marketing, event planners, call center, product and registration
- Handled all approved advertising/program bag inserts with our partners, speakers/guest artists and advertisers; oversee weekly fulfillment orders for program bags and sponsors' marketing pieces for each Women of Faith and Revolve Tour event
- Created presentations and proposals for potential new sponsors; assist with marketing plans

Pfizer Inc Consultant Leverage Consulting; Albuquerque, New Mexico

*November 2005 – January 2007*

- Managed and coordinated the National Alliance on Caregivers Pan American Conference on Family Caregiving held in Coral Gables, FL
- Managed and coordinated the World Medical Association Caring Physicians of the World North America Regional Meeting held in Amelia Island FL
- Negotiated hotel contracts for meeting space and accommodations with Ritz Carlton, Amelia Island and Hyatt Regency Coral Gables
- Managed all on-site logistics at WMA and NAC meetings

Associate, Global Medical Relations Pfizer Inc; New York, New York

*October 2002-November 2005*

- Managed fellowships, scholarships, physician and medical student leadership awards, and community health programs with the AAMC, AMA, AAFP and ASA
- Managed "Pfizer House Call" program which creates an educational platform in which the sharing of issues and ideas between nationally and internationally recognized physician leaders and Pfizer's senior management, physicians and scientists
- Coordinated sponsorship activities for appropriate medical conference and managed a variety of vendors
- Managed mailings, responses, event program, gift bags, travel and hotel accommodations for Medical Future Forum participants

Senior Public Relations Associate Mercury Group; Alexandria, Virginia

*July 2000 – September 2002*

- Promoted agency clientele through public relations, fundraising, and event management
- Produced and organized 2001 NFL Alumni Third Annual Sporting Clays Team Challenge in conjunction with the Super Bowl in Tampa, FL. Supervised National Rifle Association's six teams at the Sporting Clays Team Challenge, including transportation and hotel accommodations for political figures, celebrities, and business leaders
- Produced "Klays for Kids" sporting clays fundraising tournaments with NFL Alumni chapters. Procured monetary and in-kind sponsorships from national companies, created promotional materials, and supervised logistics
- Managed out-of-state fundraising for U.S. Senator George Allen's (Virginia) successful 2000 campaign

Director of House Fundraising The 2000 Republican House-Senate Dinner; Washington, DC

*January 2000 - June 2000*

- Coordinated and executed the 25<sup>th</sup> Annual Republican House-Senate Dinner which raised over \$11.5 million for the National Republican Senatorial Committee and the National Republican Congressional Committee
- Managed a variety of Congressional members in achieving their fundraising goals on a daily basis
- Worked within a fast-paced environment to assess, evaluate, and revise fundraising goals as needed
- Completed a myriad of details surrounding the planning of a 3,700 person seated dinner

Scheduler U.S. Senator Phil Gramm (Republican, Texas); Chairman of the Senate Banking Committee; Washington, DC

*January 1999 – January 2000*

- Developed and managed Senator Gramm's daily schedules, and long range agendas
- Liaison to Senate Banking Committee
- Operated in and adapted to a variety of situations in a high-pressure environment
- Interfaced with key U.S. Senators and aides

Campaign Scheduler Susan Combs Campaign for Texas Agriculture Commissioner; Austin, Texas

*October 1997 – November 1998*

- Gained first-hand knowledge of campaign strategies as one of three staff members that implemented and carried out the state-wide campaign
- Arranged political events in more than 130 counties throughout Texas
- Initiated and maintained working relationships with key agricultural leaders throughout the state

## EDUCATION

Bachelor of Science, Speech Communication in Human Relations, Texas Christian University

Fort Worth, Texas, May 1996

Public Communication and Issues Management Certificate University of Texas – Division of Continued Education Austin, Texas December 1997

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## Bryan K. Kellogg

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**Objective:** Professional transition to politics or government service

**Summary:** Over 8 years of exceptional management and sales experience, specializing in marketing, customer relations, and sales skills. Over the past four years, I have been the leading sales and leasing consultant for a family owned regional automotive company. My position requires a high capacity for personal interaction with clients and customers. Previously, I was the Operations Manager for a major insurance firm focused on central and eastern Virginia. Simultaneously, was an Executive Director of a small business with responsibilities in marketing, organizational management, and budgeting of sport parachuting operations in the State of Virginia. The positions allowed me to develop and apply leadership and program management skills to facilitate growth and the expansion of business. Relevant experience includes:

- Leadership
- Strategic Planning
- Sales
- Program Management
- Financial Management

**Leadership:** In conjunction with political staff, led delegate support for Virginia State Senator Tom Garrett in his successful effort to win the Republican nomination to represent Virginia's 5<sup>th</sup> congressional district in the House of Representatives. Concomitantly, supported Trump for President in Central Virginia. Previously, as the Operations Manager for Farmers Insurance District 24, assisted in managing existing agents throughout Central Virginia. Aggressively worked programs that ensured growth and maintained high retention rates of both existing Agents and current policies. Achieved exceptional results with District wide retention rates for policies; the best in Virginia. As Executive Director for Skydive Orange, responsible for organizational management of a small business which conducts highly specialized training for civilian sport parachuting. Developed and oversaw a landing area expansion and new hangar project.

**Strategic Planning:** Assisted with and executed a workflow for developing internet leads, and converting to sales at Reynolds. Built long term relationships while facilitating future sales and growth of the business. As Operations Manager with Farmers, was directly responsible for initiating all agent recruiting operations for Farmers Insurance District 24. Personally developed a comprehensive recruiting and advertising program for our District. This included establishing outreach programs to existing agents of competitors and creating multiple advertisement campaigns

for Careerbuilder, Monster, and Indeed to increase the recruitment of agents. Executed an advertising program for a local television station in the Charlottesville area, NBC 29, for the purpose of positive outreach and recruitment for Farmers Insurance in Central Virginia. Represented Farmers Insurance District 24 in multiple career fairs throughout the region.

**Program  
Management:**

Extensively used social media and outreach programs to recruit agents in order to support the growth of Farmers Insurance. Effective recruiting campaign directly led to the establishment of 15 Reserve Farmers Agencies in the Central Virginia region and helped allow a District 24 policy growth of 28% in auto policies and 34% growth in fire policies since 2010. This equated to an overall annual growth of 30% over the past 20 months, which was exceptional in current economic conditions. Additionally, new business production dramatically increased 50% year over year. Our management efforts ensured District 24 was in the top third of Farmers districts in the State of Virginia. Through exceptional and aggressive program management, our retention rates for auto and fire policies remained at 83%; the best in the State.

**Financial  
Management:**

As Operations Manager for Farmers District 24, ensured consistent growth of Farmers Insurance in the District. Responsible for all District 24 recruiting initiatives. In 2012, recruited 15 new Reserve Agents. As Executive Director of Skydive Orange, successfully managed a recreational sports parachute company with gross revenues exceeding \$1.25M, and gross profit of \$125K. Also responsible for working with independent contractors for solicitation of bids for facility improvements in Orange, Virginia. Direct involvement in source selection for contractors responsible for student parachute operations. Responsible for management and oversight of construction of a modern \$700K Hangar for sport parachute operations.

**Sales:**

Consistently among the top salesman at Reynolds Automotive. Developed internet sales leads and converted 20% to appointments and sales (high for industry standards). Followed a consistent, consultative sales process that identified needs and matched the client with the appropriate product. Identified sales opportunities with service department customers while developing profitable, long term relationships for the business. Handled fleet deliveries for the dealership which allowed me to work with local business leaders and district managers for large corporations.

**Work History**

**April, 2013 -  
Present**

**Sales and Leasing Consultant, Reynolds Cadillac Buick GMC Chevrolet Subaru** – Hybrid internet and “floor” sales and leasing consultant. Applied a consultative, disciplined sales strategy that led to a 65% closing ratio; quite high for industry standards. Responsible for “desking” my own sales. This consists of managing the negotiations and deal structure, while keeping upper management



informed of progress. Consistently among the top internet and floor salesman. Successfully developed business in both an inside and outside sales environment. Demonstrated an ability to develop long term business and personal relationships to increase sales growth. Maintained exceptionally high customer satisfaction feedback and contributed to keeping Reynolds in the top 10 Subaru dealerships (customer satisfaction index) in the country.

Compensation:

2016:(b) (6)

2015:

2014:

2013:

**February, 2011 - November, 2012:** **Operations Manager, Farmers Insurance District 24** – Was Responsible for recruitment and business operations in support of Farmers Insurance District 24. Through aggressive work from our team, our district was in the top third for new policies and first in combined policy retention with a retention rate of 83%. Managed exceptional growth in a difficult economic environment with an overall growth rate of 30% policies year over year. Consistently developed new recruiting techniques to recruit only the highest caliber individual to ensure success of the business. Averaged 25 contacts per day with potential agents. Have dynamic and personable leadership traits that encourage a team effort and business success.

Compensation:

2012: (b) (6)

**March, 2009 – May, 2013:** **Executive Director, Skydive Orange Inc. Board of Directors** – Directly responsible for business operations of Skydive Orange, Inc. (SOD), the largest sport parachuting center in the State of Virginia. Responsible for safety operations and for business marketing of SOI in the tri-state area of Virginia, Maryland, and West Virginia. Greatly expanded existing landing area as well as oversaw construction of a new airport hangar. The landing area expansion and hangar project involved working closely with numerous government agencies for permitting, construction and wetlands issues. Various agencies consulted with included the Department of the Army -Norfolk District Corps of Engineers, Commonwealth of Virginia Department of Conservation and Recreation and the Commonwealth of Virginia Department of Environmental Quality. As a result of this, we were able to obtain permits and authorization for the clearing of our landing area and hangar construction which should serve Skydive Orange for years to come.

**April, 2008- August, 2013:** **Accelerated Free Fall Instructor, Rainbow Parachutes Inc** – Senior instructor, responsible for ensuring oversight of safe sport parachute operations for new/advanced student training. Position required exceptional interpersonal skills in a high-risk sport to ensure optimal learning, and maintain safety. Trained and supervised both Accelerated Free Fall (AFF) and non-method specific students, both civilian and military, for their initial sport parachute license. Position demanded the ability to safely coach students and operate with confidence in a high-stress training environment. Sport puts a premium on safe operations and close personal engagement with students.

**Education:** West Virginia University (three years academic completion) – Major: Political Science/International Relations

**References:** Available Upon Request

# Bianca Ktenas

(b) (6)

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## SUMMARY OF QUALIFICATIONS

- Energetic team member with strong communications and interpersonal skills
- Accomplished in creating strategies and building relationships to drive visibility and success
- Excellent organizational skills with demonstrated ability to execute projects on time and on budget
- Keen analytical and problem solving skills that contribute to identifying efficient solutions

## WORK EXPERIENCE

- (b) (6) **TSUNAMI WHOLESALE GROUP, LLC – ARLINGTON, VA**  
**EXECUTIVE ASSISTANT TO CEO** AUGUST 2016 – NOVEMBER 2016
- Organized workforce and ensured productivity targets were met on behalf of the CEO
  - Oversaw and managed special projects for the CEO

- BYTECUBED – ARLINGTON, VA**  
**OFFICE COORDINATOR** APRIL 2016 – JULY 2016
- Assisted the office manager and human resource team with on-boarding
  - Planned internal and external events
  - Provided administrative assistance to executives

- HILTON WORLWIDE – MCLEAN, VA**  
**RECEPTIONIST** AUGUST 2014 – AUGUST 2015
- Coordinated the scheduling of national and international C-level executives
  - Ensured team members had their daily needs met and that they were prepped for meetings
  - Completed special projects for executives

- SHELDON, FLOOD & HAYWOOD – FAIRFAX, VA**  
**ADMINISTRATIVE ASSISTANT / PARALEGAL** JANUARY 2014 – MAY 2014
- Compiled confidential data for clients' dossiers and case information
  - Produced Excel and Numbers spreadsheets using raw and inferred data
  - Accountable for delivery of court documents and filings

- PAVE – ARLINGTON, VA**  
**EXECUTIVE ASSISTANT TO CEO** NOVEMBER 2013 – MAY 2014
- Managed communications with donors and supporters
  - Organized major fundraising events
  - Planned and executed open press events

## **INTERNSHIPS**

NEWT GINGRICH FOR PRESIDENT – ARLINGTON, VA	SUMMER 2012
NBC 4 WJLA – WASHINGTON, DC	SUMMER 2011
FOX NEWS CHANNEL – WASHINGTON, DC	SUMMER 2010

## **EDUCATION**

SWEET BRIAR COLLEGE	MAY 2013
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- Bachelor of Arts in Economics
- Minor in Journalism, New Media and Communications



**MATTHEW R. KUNKEL**

(b) (6)  
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 (b) (6)

**CAREER SUMMARY**

Government affairs and economic development leader with extensive experience in managing the intricacies of large-scale development and redevelopment projects. Areas of expertise include:

Government Relations  
 Public/Private Partnerships  
 Capital Campaigns

Strategic Planning  
 Cost Benefit Analysis  
 Crisis/Issues Management

Business Development  
 Economic Incentives  
 Project Management

**SELECTED ACCOMPLISHMENTS****LEGISLATIVE STRATEGY/GOVERNMENT RELATIONS**

- Responsible for coordinating state and regional strategy for national political campaign.
- Led government relations activities including development of legislative strategy to drive new revenue streams for contracting company.
- Analyzed current and proposed legislative actions and guided clients in developing company positions and actions.
- Promoted relationships among government agencies, industry groups and professional groups, calling on organizations to discuss issues of interest to clients.
- Worked with state and federal legislators to create a veterans hiring program in support of large development project.
- Managed response strategy for situational issues and crises.

**ECONOMIC DEVELOPMENT**

- Created and implemented economic incentive packages for organizations from startups to global enterprises.
- Led processes from cost-benefit analysis to subsequent negotiations, approval from stakeholders and public relations activities publicizing package awards.
- Developed economic incentive packages for new media and telecommunications clients and negotiated attraction, retention and expansion agreements.
- Developed strategies and economic incentive programs to encourage job growth and expansion in New York State.
- Provided strategic direction to companies concerning technology commercialization, new venture financing and product development.
- Partnered with city and state agencies to set up September 11 task force that provided Manhattan based small businesses with business interruption grants.

**BUSINESS DEVELOPMENT**

- Led business development project to create new automated parking business for established construction company, including managing \$2M start-up budget. Represented organizational interests in the U.S. and abroad.
- Generated new business leads for institutional construction projects.
- Managed multi-million dollar public works redevelopment project to revitalize historic Pennsylvania Station.
- Secured \$150M non-recourse bond issue, leveraged Empire State Development relationships and led project to successful outcome in highly politicized environment.
- Collaborated with US Department of Transportation to secure \$64M for Penn Station redevelopment project.
- Managed \$1.3M in annual revenue for public affairs firm by effectively managing relationships with their top clients.
- Led strategy to implement multi-million dollar capital campaign including identifying corporate sponsorship opportunities, new donor research, outreach and stewardship.
- Created strategies and action plans to facilitate private sector clients' access to government contracts.

## PROFESSIONAL EXPERIENCE

<b>Donald J. Trump for President, Inc.</b> <ul style="list-style-type: none"><li>• <i>Regional Political Coordinator (WI, VA, MN)</i></li><li>• <i>Northeast Regional Political Coordinator (VT, MA, RI, CT, NY, NJ, DE, MD, IL)</i></li><li>• <i>Connecticut State Field Director</i></li></ul>	<b>2016</b> Sept. – Nov. Jul. – Sept. Mar. – Jul.
<b>PACENow, Pleasantville, NY</b> <i>Development Consultant</i>	<b>2014 – 2016</b>
<b>Morgan Contracting Enterprise, New York, NY</b> <i>Vice President, Government Relations &amp; Business Development</i>	<b>2005 – 2013</b>
<b>Mercury Public Affairs, New York, NY</b> <i>Vice President, Government Relations</i>	<b>2003 – 2005</b>

## OFFICE OF THE GOVERNOR (1995 – 2003)

<b>Empire State Economic Development Corporation, New Windsor, NY</b> <i>Regional Director</i>	<b>2002 – 2003</b>
<b>Pennsylvania Station Redevelopment Corporation, New York, NY</b> <i>Vice President, Project Development</i>	<b>2000 – 2002</b>
<b>Empire State Economic Development Corporation, New York, NY</b> <i>Director, Industry Development</i>	<b>1997 – 2000</b>
<b>New York State Executive Chamber, Albany, NY</b> <i>Aide to the Governor</i>	<b>1995 – 1997</b>

## EDUCATION

Master of Science, Leadership & Strategic Management, Manhattanville College • Purchase, NY  
Bachelor of Science, Urban Planning, Michigan State University • East Lansing, MI  
Certificate in Professional Fundraising, Boston University Center for Professional Education

## PROFESSIONAL AFFILIATIONS

La Salle Academy, Board of Trustees, 2011 – 2012  
Hudson Valley Technology Development Center, Vice Chairperson, 2005 – 2007  
Hudson Valley Greenway Council, 2001 – 2003  
Mid-Hudson Pattern for Progress, 2001 – 2003  
Strategic Planning Committee for Hudson Valley Economic Development, 2001 – 2003  
Hudson Valley Economic Development Corporation Management Council, 2001 – 2003

## COMMUNITY AFFILIATIONS

Avon Youth Lacrosse, Board of Directors, Oct. 2015 – Present  
Coach, Avon Girls Lacrosse, Feb 2015 – Present  
Assistant Coach, Avon Girls Pee Wee Softball, Mar. – June 2013

**Morgan Joe Luttrell**  
(b) (6)

## EXPERIENCE

- 2017- Present **Interim Chief Executive Officer (ICEO)** Dallas, TX  
**The Boot Campaign 501(c3)**
- Initiated 3 acquisitions that resulted in a positive financial performance.
  - Instituted a new organizational structure that has streamlined communication and overall company efficiency.
  - Identified and developed new revenue streams and product lines; identified trends, oversaw redesign phase.
  - Re-established and maintained accounting, recordkeeping, operations management, and inventory control systems.
  - Monitored and reviewed expenses and costs such as overhead and wages to consistently target gross profit margin and controlled bottom-line expenses to insurance, sales, and marketing to net profit.
- 2016- 2017 **Director of Research and Development** Dallas, TX  
**The Boot Campaign 501(c3)**
- Created a multi-disciplined program for treating traumatic brain injuries and posttraumatic stress in combat veterans and first responders.
  - Represent the foundation in meetings with key leadership of business, government, philanthropic, and other non-profits.
  - Cultivated relationships with medical and research institutes to facilitate diagnostic and treatment protocols for injured and disabled veterans.
- 2014-Present **University of Texas at Dallas** Dallas, TX
- Researcher, University of Texas at Dallas Center for Brain Health (Hart Lab)
  - Teaching assistant University of Texas at Dallas under Dr. John Hart.
  - Military consultant for multiple non-profit organizations providing support for veterans and their families.
- 2013-2014 **NSW SEAL Future Operations Officer** Virginia Beach, VA
- Ranked #1 out of 16 SEAL officers during two separate annual SEAL Team performance evaluations.
  - Future Operations Officer for three 300 man Navy SEAL Special Boat Teams conducting highly classified combat operations in Iraq in direct support of Operation IRAQI FREEDOM.
  - Provided leadership and oversight to 3 Special Operations Boat Teams conducting high-risk combat special operations in maritime theaters resulting in the capture of over 20 Al Qaida linked insurgents.
  - Responsible for \$6.1 million annual budget with accountability for a \$39 million state-of-the-art facility and \$100 million in sensitive combat equipment.
- 2011-2013 **NSW SEAL Platoon Commander** Virginia Beach, VA
- Ranked #1 out of 12 SEAL officers during annual SEAL Team performance evaluation.
  - Commanded a 24-man Navy SEAL Platoon during a combat deployment to Afghanistan conducting highly classified combat operations in direct support of Operation ENDURING FREEDOM.
  - Strategically planned and led over 200+ high-risk combat missions in Afghanistan resulting in the capture or elimination of multiple Al Qaida/Taliban militants to include 6 Strategic High Value Targets.
  - Awarded two Bronze Star Medals with "V" (for Valor) for heroic leadership while destroying Al Qaida and Taliban networks throughout Afghanistan and Iraq.
  - Successfully oversaw the training of 24 Navy SEALs and \$10 million of sensitive combat equipment during an arduous 15-month training cycle, including high-risk activities such as high-altitude parachuting, explosives training, combat diving and live-fire weapons shooting.

2006-2011	<b>NSW SEAL Assistant Officer in Charge (AOIC)</b> <ul style="list-style-type: none"> <li>Assistant to the Defense Attaché in Tunis Tunisia for one year as a liaison officer to the United States.</li> <li>Led an eight man non-standard team of SEALs that conducted extremely high risk covert operations in Iraq while partnered with Iraqi Special Forces and Iraqi police.</li> </ul>	Virginia Beach, VA
2001-2006	<b>NSW Operator (Enlisted)</b> <ul style="list-style-type: none"> <li>Honored twice as Junior Sailor of the Quarter</li> <li>Awarded three Letters of Commendation</li> <li>Received three Commendation Medals for Valor</li> <li>Honorary promotion to Petty Officer Third and Second Class</li> <li>Ranked #1 of 35 Enlisted SEALs for multiple fitness reports</li> </ul>	San Diego, CA
2000-2001	<b>NSW SEAL Trainee</b> <ul style="list-style-type: none"> <li>Graduated #1 (Honor Man Class 237) of only 27 SEALs out of a class of 250 to complete highly arduous SEAL training.</li> </ul>	Coronado, CA

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## EDUCATION

2016-Present	<b>University of Texas at Dallas</b> PhD, Cognitive Neuroscience, May 2020	Dallas, TX
2014-2016	<b>University of Texas at Dallas</b> MS, Applied Cognition Neuroscience, May 2016	Dallas, TX
1994-2000	<b>Sam Houston State University</b> BS, Psychology/ <i>Philosophy</i> , August 2000 Delta Tau Delta Fraternity 1996-Present	Huntsville, TX

## PROFESSIONAL TRAINING

Officer Candidate School 2006 (Honor Graduate)  
United States Naval Academy Ethics and Leadership (COI) 2012  
Harvard Business School, Negotiation System and Strategies (COI) 2012  
Dr. Pfau Public Speaking and Executive Imaging (Outstanding Speaker)

## AWARDS

Distinguished young Alumni Sam Houston State University 2011  
T. Boone Pickens Fellow University of Texas at Dallas 2014  
Century Martial Arts Lifetime Achievement Award 2014  
Presidents Commendation for leadership, wildlife habitat conservation 2015

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## ADDITIONAL INFORMATION

- (b) (6)
- Volunteer with multiple non-profits to raise awareness to assist veterans in need.
- Member of U.S. Parachuting Association; UDT-SEAL Association; NRA; Advanced Scuba Diver
- Hobbies include diving (2000 hours of bottom time) Ultra running, swimming, mountain climbing, Skydiving (have over 200 freefall jumps) and Down Hill Mountain Biking.

References available upon request



**MARK R. MADDOX**(b) (6)  
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**OBJECTIVE**

Senior level management position in a corporate government affairs office or industry association.

**SKILLS**

Senior Management

Policy Development

Government Affairs Strategic Planning

Rulemaking and Negotiations

Crisis Communications

Coalition Building and Stakeholder Management

Association Board Experience

International Policy Leadership

**PROFESSIONAL EXPERIENCE****THE LIVINGSTON GROUP / MADDOX STRATEGIES, WASHINGTON, DC***2006 to Present***Consultant/President**

- Recruit and retain clients that are seeking to engage in policy planning, development and implementation for this bipartisan firm's energy sector practice.
- Serve a broad base of clients representing renewable power, fossil energy and industrial users.
- Counsel clients in crafting legislation and provide guidance on federal rulemaking.
- Identify and position clients to secure federal grant or other funding opportunities.
- Prepare CEOs and other executive-level officials to engage with federal policymakers.
- Develop messaging for clients to resonate with core audiences, build support among key constituencies, and define the terms of the policy debate.
- Utilize long-standing media contacts to shape industry news and inform the policy debates.

**ARCADIAN NETWORK, VALHALLA, NY***2007 to 2011***Senior Vice President**

- Served on the executive management team of this Smart Grid wireless communication provider.
- Collaborated on the design and implementation of the FCC, federal and state legislative, regulatory and stakeholder strategies.
- Leveraged professional network of industry experts and government decision makers to drive support for more than \$250 million in new business opportunities.
- Facilitated the engagement of potential partners and allies to advance Arcadian's business prospects.
- Served on the Gridwise Alliance Board of Directors and as chair of its Legislative and Policy Working Group; successfully advocated for record funding levels for projects in the 2009 stimulus bill.

**U.S. DEPARTMENT OF ENERGY, WASHINGTON, DC***2003 to 2006***Assistant Secretary for Fossil Energy (Acting)****Principal Deputy Assistant Secretary****Senior Policy Advisor to the Secretary**

- Directed the Fossil Energy Program's \$750 million oil, gas and power generation research and development program; managed the program's 1,000 employees.
- Represented the U.S. Department of Energy (DOE) in fossil energy-related interagency regulatory actions, including with the Department of Interior, the EPA and the White House.
- Testified numerous times before Congress on budget and policy matters related to Administration priorities.
- Served as featured speaker at national and international industry events.
- Chaired the 21-nation Carbon Sequestration Leadership Forum's Policy Committee.
- Led bilateral working groups with India and China.
- Represented DOE at numerous international meetings.
- Supervised the nation's Strategic Petroleum and Northeast Home Heating Oil Reserves, and worked closely with the National Laboratories.
- Advised the Secretary on budget, environmental cleanup, and fossil energy matters.
- Served as liaison to the National Petroleum Council.

**LOCKHEED MARTIN IMS, WASHINGTON, DC**

*2000 to 2002*

**Director of Communications and Public Affairs**

- Responsibilities included: Chief Spokesperson for Lockheed Martin IMS; advisor on several successful contract competition teams; crisis communications; and strategist for legislative goals.

**KESSLER & ASSOCIATES, INC., WASHINGTON, DC**

*1998 to 2000*

**Vice President**

- Served as senior strategist for this mid-sized bipartisan government affairs firm. Managed a diverse group of clients, developed legislative strategies, communicated regulatory guidance and provided positioning pathways for them to achieve results.

**U.S. REPRESENTATIVE NATHAN DEAL (GEORGIA), WASHINGTON, DC**

*1995 to 1998*

**Chief of Staff**

- Supervised congressional staff in the Washington, DC and Georgia offices, and as senior advisor to the Congressman on his Commerce Committee activities in the areas of energy and telecommunications.

**REPUBLICAN NATIONAL COMMITTEE, WASHINGTON, DC**

*1993 to 1995*

**Congressional Campaign Coordinator**

- Coordinated the RNC's political strategy for targeted House races during the historic 1994 congressional election cycle. Developed program and campaign strategies for incumbents and candidates, and served as liaison to key coalition groups.

**SYDNESS FOR U.S. SENATE (ND)**

*May to November 1992*

**Manager**

- Supervised the campaign's media relations, elected official and business communications, and research work for this statewide campaign.

**LIBERAL PARTY OF AUSTRALIA**

*January to April 1992*

**Senior Campaign Officer**

- Advised one of Australia's leading political parties on communication techniques for application at both the national and local levels.

**U.S. DEPARTMENT OF ENERGY, WASHINGTON, DC**

*1990 to 1992*

**Deputy Director of Public Affairs and Field Operation**

- Directed DOE's crisis communications team during the Persian Gulf War. Advised the Secretary on national press inquiries and response strategies. Developed and implemented DOE's public affairs policy through its numerous field offices and government contractors.

**NATIONAL REPUBLICAN CONGRESSIONAL COMMITTEE, WASHINGTON, DC**

*1987 to 1990*

**Western Regional Director and Field Representative**

**U.S. REPRESENTATIVE STEVE GUNDERSON (R-WI)**

*March to November 1987*

**Communications Director**

**OTHER CAMPAIGN EXPERIENCE**

*1982 to 1987*

**Campaign Manager / Press Secretary**

- Served as campaign manager or spokesperson in individual campaign organizations in Texas, Georgia, Wisconsin, Illinois and Kentucky.

**EDUCATION**

**MBA, George Washington University, May 1999**

**BS, Bowling Green State University, June 1981**

*References Furnished Upon Request.*

## **ERIC MAHROUM**

### **- POLITICAL PROFESSIONAL, PUBLIC LIAISON & OPERATIONS MANAGER -**

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#### **PROFESSIONAL SUMMARY**

- **Political Professional** – Successful operative, particularly when put in difficult situations
- **Public Liaison** – Communications expert and public speaker, public sector liaison, and sought-after constituent representative, including in the energy sector
- **Operations Manager** – Proven record of success & improvement in managing people and organizations

#### **PROFESSIONAL EXPERIENCE – Political & Public Sector**

##### **Donald J. Trump for President Inc., Deputy State Director**

*October 2015-November 2016*

- Promoted from Statewide Field Director only three months after initial hire
- Implemented specific successful strategies during the primary, convention and general election phases
- Was key point person communicating with Texas political organizations on behalf of the campaign
- Organized teams for getting out the vote efforts statewide to prevent other opponents from gaining traction in Texas
- Crafted a field plan for Texas operations and implementation; aided in Missouri and South Carolina; and presently serve as regional director in Colorado after completing ground work in Texas
- Hired Texas field directors, organized campaign staff, and established relationships with both federal and state elected officials, as well as the Lieutenant Governor of Texas
- Recruited and led an all-volunteer field team across each of 36 congressional districts throughout Texas and Colorado, as well as appointing congressional co-chair leaders in each district to lead a grassroots style campaign
- Managed, organized and emceed multiple massive rallies (ten thousand people in attendance) as well as other events
- Led voter targeting efforts during the primary and general

##### **Texas House of Representatives, District Liaison**

*January 2015-July 2015*

- Represented the congressman at numerous events
- Community outreach, as well as handling constituent concerns and issues
- Attend ribbon cuttings and local community events on behalf of the representative
- Liaison between state agencies and constituents
- Speak at community events on behalf of the state and the representative
- Assisted in ensuring that the representative was named the most fiscally conservative member of the house

##### **Candidate for the State Board of Education (District 11)**

*March 2013-May 2014*

- Campaigned in three different counties including Dallas, Parker and Tarrant
- Received nearly thirty eight thousand votes in the primary
- Went to a runoff with the eleven year incumbent
- Winner of the Tarrant County straw poll with 56.5% of the vote
- Endorsed by numerous local and statewide elected officials

##### **William B Travis for Sheriff, Campaign Manager**

*December 2011 – June 2012*

- Oversaw all aspects of the campaign, including day-to-day operations
- Developed marketing strategies to insure a pathway to victory
- Interact with the local community to promote the candidate
- Oversaw all aspects of research
- Built a grassroots style campaign
- Worked on getting out the vote by doing marketing mail outs to voters



## VALUES

- Leader - Experienced in the training and supervision of management personnel
- Motivator - Promotes a work situation that stimulates the growth of individuals with enthusiasm
- Ethical - Accepts responsibility for actions and leads by example
- Competent - Commits to a job well done while maintaining a customer centered mindset and attention to detail

## PROFESSIONAL EXPERIENCE – Private Sector

### **Star Concessions, Operations Manager**

*June 2007 – October 2014*

Conduct customer relations to ensure customer satisfaction

- Administer food and bar inventory for effective ordering and sales projections
- Multi-task while managing seven restaurants daily including related budgeting and forecasting
- Complete scheduling and labor estimating to maximize team efficiency
- Utilize leadership skills to conduct effective employee training
- Conduct sales comparisons to ensure proper inventory utilization
- Creation and review daily sales report to remain effective, productive, and profitable
- Conduct employee performance reviews and interview job applicants
- Completed profit and loss training to enhance management skills

### **FGR Food Corporation, Associate Manager**

*April 2006 – June 2007*

- Managed all vendor relations resulting in effective billing and consistent deliveries
- Prepared and analyzed profit and loss reports for management
- Provided direction into all ordering and inventories
- Scheduled and coached staff members while managing other concepts

### **CEC Entertainment Inc., Manager/ Corporate Trainer**

*February 1999 – July 2005*

- Managed and directed sales and operations for multiple restaurants as well as marketing
- Hired, trained and developed approximately 72 managers and other staff members
- Mentored key, future management employees and assisted in their training of all operations
- Prioritized and delegated responsibility to ensure productive operation before grand openings

## EDUCATION

### **American Intercontinental University**

*Bachelors of Business Administration  
Concentration: International Business*

*September 2008*

### **Organizations**

#### **AD2Dallas**

*Chair-Government Relations*

*August 2014*

#### **Co-Parenting Awareness Act of Texas**

*Chair-Public Policy*

*July 2015*

#### **Teachers/Education Professionals for Trump**

*State Chairman*

*January 2016*

## AWARDS

### **Lewisville Citizens Police Academy**

*Class President*

*December 2012*

### **Texas Senate**

*Volunteer of the year*

*November 2012*



(b) (6)

DOUG MATHENEY

(b) (6)

(Home)

(b) (6)

(Cell)

## PROFESSIONAL EXPERIENCE

### ***Co-Regional Director for the Fifth Region 2016:***

**Counties:** Guernsey County, Noble County, Muskingum County, Perry County, Hocking County, Vinton County, Jackson County, Gallia County, Lawrence County, Meigs County and Morgan County, Ohio

As Regional Director of 11 counties I consulted with each County Chair almost daily, coordinating a large grassroots volunteer group in a very successful door knocking and get out the vote campaign. I coordinated distribution of signs and literature to all my counties and oversaw the Tea Party Outreach in Belmont County and Washington County, Ohio. I gave speeches on behalf of the campaign to various groups and organizations in the majority of my counties and worked closely with the regional Victory Team. I also Coordinated and implemented campaign strategies; Recruited volunteers for eleven counties, Oversaw and coordinated volunteer at various operations, Maintained and updated volunteer database, Organized field events, Represented campaign political events in the community.

### ***Executive Consultant***

2013 to Present

#### **Matheny and Matheny**

Consult with executive officials on grass root issues, including but not limited to agriculture, telecommunications, construction, financial reform, and energy related issues. Organizing get out the vote, registration, and motivating volunteers including but not limited to providing informational speeches about energy related issues. Political outreach on behalf of Ohio Coal. Created relationships for Count on Coal (National Mining Association) throughout the state of Ohio to develop a better understanding of the benefits of coal use including cost savings. Organized groups and volunteers on behalf of Americans For Prosperity. Membership drive on behalf of Ohio Valley Jobs Alliance for their push to create high paying job in the area.

### ***Membership and Outreach Coordinator***

2011 to 2013

#### **Ohio Coal Association**

Associate Membership Drive for the Ohio Coal Association increasing membership by 356% and increasing funds by 870%. Also worked local elected officials on state legislation in support of the coal industry.

### ***Outreach Coordinator***

2008 to 2011

#### **Move Ohio LLC**

Worked with Local Elected Officials to promote and gather support for resolutions on behalf of: National Beef Association, the National Builders Association, Fortunate 500 Chemical and Agriculture Companies, National Pipe Association, and other large national corporations and organizations.

***Project Manager***

**Graf and Sons**

1996 to Dec 2010

Columbus, OH

Responsible for marketing and sales of garage doors throughout central Ohio. Negotiate contracts for the purchase and installation of garage doors with both vendors, including Amarr and Clopay, and clients, including Syntex and Beazer Homes. Oversee the installation of garage doors to ensure customer satisfaction. Responsible for human resources functions for a staff of thirty, including hiring, daily supervision, and termination of employees. **Highlights:** Increased builders' sales from \$600,00 to \$1.2 million. Produced an average profit of 32 percent per unit compared to a national average of 28 percent. Consistently ranked as the top salesman of eight on staff. Earned a reputation as a problem solver and a decision maker.

***Co-Owner/Salesperson***

**Bouquet Garni**

1989-1996

Malta, OH

Along with partner, created and sold a line of unique food products throughout the eastern half of the United States. Worked with manufacturer to create a mass production process for food products. Collaborated with advertising company to develop creative packaging. Marketed products to grocery store chains, such as Kroger and Big Bear, and negotiated agreements for the sale of food products in those stores. Responsible for distribution of products throughout sales territory. **Highlights:** Established distribution of products throughout sales territory. **Highlights:** Established distribution of Bouquet Garni products throughout the eastern half of the United States.

***Elected County Commissioner***

**Morgan County Board of Commissioners**

1982-1990

McConnelsville, OH

Oversaw the development and expenditure of \$3.5 million budget. Responsible for human resource-related policies and actions affecting two hundred employees. Negotiated with local, state, and federal elected officials to promote the economy of Morgan County and to bring resources to the community. **Highlights:** Brought more major corporate employers to Morgan County than in previous sixty years. Successfully represented Morgan County in competition against forty-three other counties to be selected as the location for the Hawk Missile Base, which resulted in the creation of new jobs and related benefits for local businesses. Negotiated numerous contracts with unions representing county employees.

***Mechanic First Class***

**Central Ohio Coal**

1980-1993

Morgan County, OH

Held various positions during thirteen years at Central Ohio Coal, beginning as a Drill Helper and ending as a Mechanic First Class when mine closed. Experienced as an End Dump Driver, Welder, and Rotary Driller. Trained as Blaster. **Highlights:** Gained overview of processes involved in strip mining as well as expertise in specific areas over the course of thirteen years in the industry.

***Foreman***

**RC Organ/Hartman and Hartman**

1979

McConnelsville, OH

Oversaw the construction of the South Tipple of Central Ohio Coal. Managed 80 people at RC Organ and 105 people at Hartman and Hartman. **Highlights:** Turned the project from heavily over schedule when starting as foreman to completing the project on time.

*Chairman Safety Committee*

1978

**RC Organ**

McConnelsville, OH

Managed safety of the crew and site of the South Tipple of Central Ohio Coal. .

## EDUCATION

**Ohio University**, Athens, Ohio (attended)



## Brian V. McCormack

(b) (6)

Email - (b) (6)

or Mobile - (b) (6)

### Summary

Mr. McCormack has more than twenty years of professional experience working directly with key policymakers and advocacy organizations on a broad spectrum of issues and for a variety of purposes. He currently serves as the Vice President of External Affairs for the Edison Electric Institute the premier Washington, D.C.-based trade association representing the nation's investor owned electric utilities.

### Responsibilities

Mr. McCormack leads the state-focused government and directs all national external affairs efforts for the Edison Electric Institute (EEI). He was brought into EEI to build a beyond-the-Beltway practice that aligned with the industry's federal practice and industry priorities. He successfully delivered on this objective in a timely manner and has continued to improve and expand the advocacy practice for the industry.

Prior to his arrival, EEI's efforts within the states and with external allies were primarily reactionary. Today, it is a multi-faceted effort encompassing direct education and engagement utilizing grassroots (in-person and online), policy experts, consumer organizations, community-based voices and other stakeholders to bring a diverse set of perspectives and support to key issues.

Mr. McCormack devised a plan and assembled a team to address issues facing the industry. The agility of the plan and team gives it the ability to swiftly alternate between offense and defense depending on the issue and communications environment. He directly manages seven individuals and multiple external consultants; operates across multiple intra-office disciplines and oversees a multi-million dollar budget.

### Professional Experience

<p>Edison Electric Institute</p> <p><i>January 2011 - Present</i></p>	<p><b>Vice President for External Affairs</b></p> <p>Responsible for creating and building a national engagement strategy and supportive apparatus to promote the electric utility industry's voice into key forums and with influential constituencies.</p> <ul style="list-style-type: none"> <li>➤ Map relationship gaps and opportunities around key industry issues in order to build a conversation around legislation or regulation.</li> <li>➤ Identify and build meaningful community relationships that can be leveraged for multiple issues and purposes.</li> <li>➤ Continue to demonstrate value to a national membership with a diverse issue set by being anticipating needs and providing tools and resources to achieve desired solution.</li> <li>➤ Grow the EEI PAC each year by demonstrating and recruiting company-level employees to participate.</li> </ul>
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<p>Corporate Political Strategies</p> <p><i>March 2009 – December 2010</i></p>	<p><b>Principal</b></p> <p>Provided strategic advice and relationship building for a boutique government and communications practice.</p> <ul style="list-style-type: none"> <li>➤ Maintained a client base that included the US Chamber of Commerce and a Fortune 100 client.</li> <li>➤ Policy issues included labor and immigration reform; state government priorities; and regulatory reform.</li> </ul>
<p>The White House</p> <p><i>March 2006 – January 2009</i></p>	<p><b>Deputy Assistant to the President for Strategic Initiatives and External Affairs</b></p> <p>As a commissioned member of the White House staff, served in a senior role responsible for coordinating efforts from beginning to successful conclusion for key Administration policies and priorities.</p> <ul style="list-style-type: none"> <li>➤ <b>Worked closely and coordinated with the National Security Council, Homeland Security Council, National Economic Council and Domestic Policy Council on policy and external relations.</b> <ul style="list-style-type: none"> <li>○ Major Administration initiatives including the Economic Stimulus package, trade agreements, energy and environment initiatives.</li> </ul> </li> <li>➤ <b>Maintained and expanded efforts to engage stakeholder organizations.</b> <ul style="list-style-type: none"> <li>○ Regularly worked to gain perspectives from key influencers quickly and confidentially and to persuade internal White House and external opinion leaders as policies and positions were being developed.</li> </ul> </li> <li>➤ <b>Actively worked to identify and engage non-traditional allies that may share a common objective and work to build a working relationship.</b> <ul style="list-style-type: none"> <li>○ Identified organizations and coalitions that shared some, but not all, objectives on any particular issue but were willing to participate in a coalition. Examples included Democratic leaders who supported free trade initiatives; industry representatives on environmental and sustainability programs.</li> </ul> </li> </ul> <p><b>Special Assistant to the President and Deputy Director, Office of Public Liaison</b></p> <p>Served as the primary point of contact for all national business trade associations and corporations. Position required issue prioritization and active management of many tasks simultaneously.</p> <ul style="list-style-type: none"> <li>➤ Provided insight and advice on industry relationships and outreach</li> </ul>

	<p>efforts in order to capitalize on Presidential efforts.</p> <ul style="list-style-type: none"> <li>○ Identified and directed efforts with industry groups and the Indian-American community to build support for the passage of the US – India Civilian nuclear agreement.</li> <li>➤ Solicited industry perspectives on Congressional and Executive branch actions and strategy. <ul style="list-style-type: none"> <li>○ Addressed concerns on legislative proposals in order to find consensus and identify best path forward. Examples of issue areas include: free trade agreements, CFIUS reform, Sarbanes Oxley, immigration reform, education and energy legislation.</li> </ul> </li> <li>➤ Developed and executed sustained outreach efforts. <ul style="list-style-type: none"> <li>○ This included: State of the Union roll-out announcements, health care reform and Presidential personnel nominations before the Senate.</li> </ul> </li> <li>➤ Identified opportunities for the President and other key administration officials to build support with domestic and multi-national business communities. <ul style="list-style-type: none"> <li>○ Worked to ensure priority issues are incorporated into messaging e.g. competitiveness agenda, energy security, health care reform, and economic expansion and trade.</li> </ul> </li> <li>➤ Assisted in the management of an eleven member team. <ul style="list-style-type: none"> <li>○ Directed a dynamic group with the purpose of maximizing outreach efforts.</li> </ul> </li> </ul>
<p>US Department of Defense</p> <p><i>February 2005 – March 2006</i></p>	<p><b>Special Assistant to the Under Secretary for Acquisition, Technology and Logistics (AT&amp;L)</b></p> <p>The AT&amp;L office is responsible for the overall development and management of Major Defense Acquisition Programs.</p> <ul style="list-style-type: none"> <li>➤ Key advisor to the Under Secretary for Congressional affairs, industry relationships and outreach.</li> <li>➤ Developed and directed rapid response efforts in crisis situations.</li> <li>➤ Responsible for developing a model management plan to assist senior leadership in oversight of various defense agencies.</li> <li>➤ Participated in management transformation study groups.</li> </ul>
<p>Presidential Inaugural Committee</p> <p><i>December 2004 – February 2005</i></p>	<p><b>Associate Director of Public Liaison</b></p> <p>Responsible for ensuring key constituencies were well served during all celebratory activities.</p> <ul style="list-style-type: none"> <li>➤ Managed a staff of fifteen charged with designing and executing an outreach plan for three major constituency groups: Congress, the Diplomatic Corps and Administration-wide political appointees.</li> <li>➤ Developed and successfully executed a ticket allotment plan.</li> </ul>
Republican National	<b>Victory 2004 - Operations Manager</b>

<p>Committee</p> <p><i>July 2004 – November 2004</i></p>	<p>Responsible for the overall coordination and logistics for all Victory events involving Vice President Cheney.</p> <ul style="list-style-type: none"> <li>➤ Managed an office and field staff of twenty charged with creating and supporting events.</li> <li>➤ Directed effort to maximize candidate's exposure.</li> <li>➤ Managed a budget of \$3.4 million and produced 53 TV quality events across the country.</li> <li>➤ Liaised with a variety of organizations to ensure events were successful and Federal Election Commission compliant.</li> </ul>
<p>Department of Defense</p> <p><i>May 2003 – June 2004</i></p>	<p><b>Special Assistant to Ambassador L. Paul Bremer, Presidential Envoy to Iraq</b></p> <p>Responsible for every aspect of day-to-day operations for the Ambassador's front office in Baghdad.</p> <ul style="list-style-type: none"> <li>➤ Supervised the progress and efforts of U.S. Government officials and staff and regularly interacted and coordinated with Iraqi officials, foreign diplomats and U.S. military.</li> <li>➤ Managed competing interests in order to arrive at the best workable solution.</li> <li>➤ Directed the public announcement of the Transfer of Authority in June 2004; the public announcement of the new Iraqi Government in May 2004; and played an integral role in the development and execution of President Bush's surprise Thanksgiving visit in November 2003.</li> <li>➤ Traveled extensively throughout the Middle East and worked closely with allies and Coalition Partners.</li> <li>➤ Successfully organized, directed and executed dozens of travel opportunities in a security challenged environment.</li> <li>➤ Awarded the DOD Distinguished Civilian Service Award</li> </ul>
<p>The White House</p> <p><i>January 2001 – May 2003</i></p>	<p><b>Personal Aide to Vice President Dick Cheney</b></p> <p>Responsible for many aspects of the Vice President's daily schedule and coordination amongst the various staff and support offices.</p> <ul style="list-style-type: none"> <li>➤ Accompanied the Vice President on all official, political and international events and trips.</li> <li>➤ Ensured consistency throughout the Vice President's day and anticipated and addressed issues before they became problems.</li> <li>➤ Served as a liaison between the Vice President and staff throughout all levels of government.</li> <li>➤ Responsible for coordinating and disseminating sensitive and classified information.</li> </ul>
<p>Idaho Republican Party</p>	<p><b>Executive Director</b></p>

<p><i>June 2000 – November 2000</i></p>	<p>Provided advice to all Republican candidates and assisted in the execution of their campaign plans.</p> <ul style="list-style-type: none"> <li>➤ Responsible for all statewide political and fundraising activities.</li> <li>➤ Efforts resulted in a net gain in the Idaho Legislature. Coordinated all Bush-Cheney 2000 activities in state.</li> </ul>
<p>Eismann for Supreme Court</p> <p><i>January 2000 – May 2000</i></p>	<p><b>Campaign Manager</b></p> <p>Conceptualized and managed a statewide grass roots campaign resulting in the first successful challenge of an incumbent in over 50 years.</p> <ul style="list-style-type: none"> <li>➤ Responsible for campaign strategy, tactics and fundraising.</li> <li>➤ Developed a statewide volunteer base of grassroot interests, farmers, ranchers, business owners and judicial conservatives.</li> <li>➤ Overcame significant down-ballot drop off to win by over 18%.</li> </ul>
<p>The Honorable Dirk Kempthorne</p> <p><i>January 2007 – January 2000</i></p>	<p><b>Office of the Governor, Kempthorne for Governor and US Senate Office</b></p> <p>Over a three year period worked for Mr. Kempthorne in his Senate office, on his Gubernatorial campaign and in the Governor's office. Began as a junior staff person and progressively worked upward in a short period of time in various positions.</p> <ul style="list-style-type: none"> <li>➤ Served as front-line staff for constituents concerns.</li> <li>➤ Recognized the importance of grassroots engagement and developed a skeletal framework improve communication and development of key constituencies.</li> <li>➤ During Gubernatorial campaign was responsible for all on-the-ground efforts in the state's major population center.</li> </ul>

### Education

Boise State University; B.A. Criminal Justice Administration; 1996

New Mexico Military Institute; A.A. General Studies; 1993



# JACOB MCCURDY

(b) (6)

| <https://www.linkedin.com/in/jake-mccurdy>


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## Skills/Capabilities/Expertise

- Written/oral communications
- Research
- Policy analysis

## Work Experience

### United States Senate, Washington, D.C.

March 2016-present

Staff Assistant, Senator Jeff Sessions

- Wrote environmental/energy memos for the Senator and respective committee staff
- Supported legislative staff with environmental/energy research
- Replied to constituent inquiries about tours
- Communicated the Senator's policy positions

### Curriculum Associates, Billerica, MA

Feb. 2015-March 2016

Account Specialist

- Managed over \$500,000 in company assets
- Performed timely customer service
- Contributed to innovative project within the service department

### Secretary of State of Alabama John Merrill Campaign

January-November 2014

Campaign Staffer

- Wrote press releases that were distributed to local media outlets
- Assisted in campaign outreach

### United States Senate, Washington, D.C.

June-July 2014

Environmental Analyst Intern

- Researched environmental legislation and policy
- Wrote memos for staff

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## Honors/Activities/Leadership

- University of Alabama Honors College member (Fall 2011-December 2014)
- Dean's List (four semesters)
- President's List (one semester)
- College Republicans, University of Alabama (Spring 2010-December 2014)
- Young Americans for Liberty (Spring 2010-December 2014)

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## Education

### The University of Alabama, Tuscaloosa, AL

Bachelor's Degree in History and Political

Science, December 2014

GPA: (b) (6)

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## References

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**Bernard L. McNamee II**

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**Experience**

**Senior Counsel/Partner McGuireWoods, LLP.** Richmond, Virginia. 2016-present/2006-13. (Returned to firm after public service).

- Practice with the Energy and Utilities section of the firm (~1000 lawyers in 21 offices worldwide).
- Represent electric and gas utilities in CPCN proceedings for generation and transmission facilities, rate cases, RPS, and rulemaking.
- Provide legal advice and represent energy and utility clients before the Virginia State Corporation Commission, as well as the North Carolina Utilities Commission.
- Voted by peers as one of the “legal elite” for Legislative, Regulatory and Administrative legal services as listed in *Virginia Business* for years 2008, 2012. Named One of the “Best Lawyers in America,” “Woodward/White, Inc., 2010 - 2013.

**Chief of Staff, Attorney General of Texas.** Austin, Texas. 2015.

- Served as legal and policy advisor to the Attorney General.
- Responsibility, with 1<sup>st</sup> Assistant, for office of almost 4200 attorneys, professionals and staff, with an annual budget of \$550 million.
- Substantive involvement with all aspects of the office, including state and federal regulatory issues, major cases in state and federal courts, and Opinions of the Attorney General.
- At direction of the Attorney General, led Texas team in 24 state coalition challenging EPA’s Clean Power Plan. Also led Texas team in challenging EPA’s “Waters of the United States” regulation.
- Advised on press, speeches and crisis management.

**Senior Domestic Policy Advisor and Counsel, United State Senator Ted Cruz of Texas.** Washington, D.C. 2013-2014.

- Led domestic policy development for Senator Cruz: energy, environment, healthcare, taxes, labor and employment, agriculture and transportation.
- Developed, tracked and advised on legislation.
- Provided strategic and tactical advice, including assisting with press communications and speeches.

**Partner, McGuireWoods, LLP.** Richmond, Virginia. 2006-2013.

- Represented electric and gas utilities in CPCN proceedings, rate cases, RPS, and rulemaking.
- Provided legal advice and represented energy and utility clients before the Virginia State Corporation Commission, as well as the North Carolina Utilities Commission.

**Chief Deputy, Attorney General of Virginia.** Richmond, Virginia. 2005-2006.

- Managed office of almost 300 attorneys and staff with a budget of \$25 million.
- Served as legal counsel and policy advisor to the Attorney General.
- Substantive involvement with all aspects of the office including Consumer Counsel, civil litigation, criminal appeals, education law, regulatory/APA, tobacco Master Settlement Agreement, and Official Opinions of the Attorney General.
- Assisted in case before the Supreme Court of the United States: *CVCC v. Katz*, October 31, 2005.

**Partner, Williams Mullen.** Richmond, Virginia. 2003-2005.

- Partner with Government Affairs team.
- Represented corporations, associations and other interested parties before legislative and executive branches of government.
- Practice included developing and passing legislation, negotiation and advocacy for government contracts, strategic planning, press strategies, and crisis management.

**Chief Counsel to the Attorney General of Virginia.** Richmond, Virginia. 2002-2003.

- Served as chief legal counsel and policy advisor to the Attorney General.
- Responsible for developing, coordinating and implementing Attorney General's policies and vision in all aspects of the work of the Office of the Attorney General, including consumer multi-state settlements.

**Deputy Attorney General for Health, Education, and Social Services.** Richmond, Virginia. 2001-2002.

- Managed division lawyers and staff.
- Responsible for reviewing and approving legal work, including briefs, regulations, agency advice, FOIA questions, and settlements.
- Served as special assistant to the Attorney General for the Virginia Preparedness and Security Panel.

**Associate, Hunton & Williams.** Richmond, Virginia 1998-99, 2000-2001.

- Associate on the Corporate and Finance team (including time in the firm's Charlotte office).
- Recipient of the E. Randolph Williams Pro Bono Award.

**Director of Policy, George Allen for U.S. Senate Campaign in 2000.** Richmond, Virginia. 1999-2000.

- Responsible for developing, analyzing and researching all aspects of public policy for state-wide campaign.

**Deputy Counselor to the Governor, Governor's Policy Office.** Richmond, Virginia 1995-98.

- Served as legal counsel and policy advisor to Governor George Allen of Virginia and his Cabinet.
- Served as Special Governor's Advisor: Governor's Advisory Council on Self-Determination and Federalism; Governor's Commission on Juvenile Justice; and Governor's Commission on Environmental Stewardship.

**Associate, Elarbee, Thompson & Trapnell.** Atlanta, Georgia. 1993-95.

- Litigation associate.

**Production Assistant, American Interests.** Washington, D.C. 1989-90.

- Duties included writing scripts, producing video news segments, researching, and briefing guests and host for this PBS television program hosted by Morton Kondracke.

## Education

**Emory University School of Law,** Atlanta, Georgia. Juris Doctor, May 1993.

- Dean's List.
- Book Review Editor, Emory International Law Review, 1992-93.
- National Institute of Trial Advocacy.

**University of Virginia**, Charlottesville, Virginia. Bachelor of Arts in Foreign Affairs, May 1989.

- Dean's List.
- John Dalton Political Achievement Award. Chairman of College Republicans; Publisher of conservative magazine.

**Universite de Franche-Comte, Centre de Linguistique Appliquee**, Besancon, France. September 1998.

- Four week French language immersion program.

### **Publications**

- *Conservatism: It's about limited government, not tax cuts*, Richmond-Times Dispatch, December 31, 2013
- *State Takes Measured Approach [on electric utility restructuring]*, Richmond Times-Dispatch, May 14, 2006.
- *Don't Feed the Leviathan: Cutting Virginia's Car Tax is Good Government*, Richmond Times-Dispatch, January 29, 2001.
- *Executive Veto: The Power of the Pen in Virginia*, 9 Regent University Law Review, Fall 1997
- *Separating Rights From Sovereignty: The Rise of Transovereignty and its Implications for the Ethics of Human Rights Law Practice*, co-authored with Professor Timothy Terrell, 17 Fordham International Law Review, No. 3 1994.
- *House of Cards: Why Arms Control Must Fail*, 7 Emory International Law Review, No. 1 1993.

### **Licensed/Bars**

- **State Bar of Texas.**
- **Virginia State Bar.**
- **State Bar of Georgia (inactive).**
- **Supreme Court of the United States.**

### **Professional Activities and Public Service**

**Presidential Transition Team for President-elect Donald J. Trump**, Washington, D.C. 2015-2016.

- Assisted on personnel issues related to the U.S. Department of Energy.

**Transition Director for Attorney General-elect Kenneth T. Cuccinelli**. Richmond, Virginia 2009-10.

- Planned and implemented transition for Ken Cuccinelli to assume office as Attorney General of Virginia.
- Developed legislative package, coordinated budget, and assisted with personnel decisions.



**Transition Director for Attorney General-elect Jerry Kilgore.** Richmond, Virginia. 2001-2002.

- Planned and implemented transition for Jerry Kilgore to assume office as Attorney General of Virginia.
- Developed legislative package, coordinated budget, and assisted with personnel decisions.

**Lincoln Fellow, The Claremont Institute.** 2014.

**Member, Natural Resources Law Task Force, Appalachian School of Law.** 2012-2014. Assist in starting, developing, and fundraising for the Natural Resources Law Program at the Appalachian School of Law.

**President, Federalist Society, Richmond Chapter.** Served as president and as a member of the Advisory Board in Richmond, Virginia. Member of the Federalist Society since 1990.

**Member, Board of Trustees, Council for America's First Freedom.** 2006 – 2007.

**Member, Attorney General's Task Force on Access to Higher Education.** 2003. Served as member of task force to develop policies to increase access and opportunities for students to attend college.

**Member, Virginia Criminal Sentencing Commission.** 2002-2003. Served as the Attorney General's representative on the Virginia Criminal Sentencing Commission. Established under the Code of Virginia, the Commission assists the judiciary in the imposition of sentences by establishing a system of discretionary sentencing guidelines.

**Special Assistant, Virginia Preparedness and Security Panel.** 2001. Served as special assistant to the Attorney General for the Virginia Preparedness and Security Panel established by Governor Gilmore.

**Member, Administrative Law Advisory Committee, Virginia Code Commission.** 2000-2002. Served as member of committee appointed by the Virginia Code Commission to analyze and advise on issues relating to the regulatory process in Virginia.

**Trustee, Virginia Four-H Foundation.** Virginia 1998-2002. Served as member of the Board of Trustees for this non-profit foundation that supports the activities of Four-H. Four-H is a youth development education program and a part of the Virginia Cooperative Extension Service.

**IRI Angola Parliamentary Training Mission.** July 1999. Served as a Program Trainer/Lecturer during two day seminar for the Angolan National Assembly regarding budget development under the Angolan Constitution. Sponsored by the International Republican Institute.

## Kelly Mitchell

(b) (6)

(b) (6)

### Professional Summary

Dedicated professional with diverse background in administration, sales, quality control (microbiology) and political activism; including outreach, coalition building and advocacy. A well-known leader in the conservative movement. Strategic and creative thinker with effective communication and writing skills. Ability to develop strong client relationships quickly and promote teamwork. Adept at meeting both short term and long term goals.

### Notable Achievements

- U.S Department of Energy Transition/Landing Team Member (appointment 12/2016-1/2017)
- MI Presidential Elector (2016)
- MI Republican Party Vice Chair of Outreach (2013-2017)
- MI Conservative Energy Leadership Council (appointed 2014-present)
- MI Kent County Board of Commission Solid Waste Management (appointed 2015-present)
- MI Board of Barber Examiners (gubernatorial appointment 2015-present)

### Core Qualifications

- Knowledge and understanding of federal ethic rules and guidelines
- Knowledge of local, regional, state and national political scene
- Adept at working within local and state guidelines to achieve results
- Understanding of issues from various political viewpoints
- Knowledge of media communications
- Excellent personal skills

### Experience

- MI Republican Party State Committee Member (elected 2013-present)
- Kent County Republican Party-Secretary (appointed 2016-present)
- MI RNC Black Advisory Council (appointed 2013-present)
- Kent County Executive Committee Member (appointed 2013-present)
- Precinct Delegate/Leader (elected 2008-present)
- Former Legislative Intern in constituent relations

### Employment

2001 – Present    **Office Management, Sales Executive**    Multi-Automatic tool & supply Co.

A wholesale distributor of blueprint detail precision tooling and machine replacement parts, functional attachments, work holding products and cutting tools for the multi-spindle industry.

- Strong inside/outside sales experience and technical assistance
- Inventory management consignment specialist
- Diversified administrative support skills and account management including invoicing, AP/AR; planning, organizing, scheduling and purchasing
- Coordinate written and verbal communication between CEO, buyers and suppliers.
- Excel within deadline-intensive environment
- Process general customer service complaints and adjustments and promote customer satisfaction through clear and concise communication
- Delegation of authority and responsibility

- Implementation of policies and procedures
- Experienced in international shipping protocols to China, Japan, Brazil, France and Mexico
- Troubleshoot and resolve computer problems and maintain server
- Effectively market services through promotions and advertising

1981-2001 **Microbiology Supervisor / Quality Control Technician** Food and Beverage Industry

Over 20 years of experience in Microbiology testing and quality control for Coca-Cola Bottling Co., The American Bottling Co. (7UP-Brooks Beverage) and Bil Mar Foods (Sara Lee).

- Responsible for monitoring product wholesomeness through microbiology testing
- Record and report on the sanitation process and the integrity of raw materials in compliance to corporate, local and state policy and guidelines
- Order and maintain office and laboratory supplies

### **Education**

- Spring Arbor University  
Bachelor of Science Organizational Management
- Grand Rapids Community College  
Associates Degree Computer Science

### **Computer Skills**

- Proficient in all standard office desktop software, Microsoft Office, Windows and the Internet

### **Volunteer and Community Involvement**

- Big Brothers/Big Sisters
- Kidney Foundation
- Old News Boys
- Certified Tourism Ambassador

### **Honors and Awards**

- Michigan Republican Party Grassroots Leadership Award 2015
- Michigan Excellence in Public Service Series 2013

### **Skills and Abilities**

- Diversity and leadership skills
- Give back to the community through time, talent and resources
- Capable and reliable, can handle almost any task and not afraid to make tough or unpopular decisions
- Advocate for positive change and committed to empowering youth
- A loyal team player with integrity and dedication
- Good listener and communicator who effectively conveys information verbally and in writing
- Can thrive in environments requiring ability to effectively prioritize and juggle multiple projects
- A goal driven leader you can trust



# TAYLOR PLAYFORTH

## POLITICAL STRATEGIST

### CONTACT

Phone:  
(b) (6)

Email:  
(b) (6)

Address:  
(b) (6)

### SKILLS

Management / Organization

Public Relations

Marketing

Voter Contact Strategy

### EDUCATION

University of North Carolina  
at Wilmington

*Bachelor of Arts, Political Science*

December 2013

### EXPERIENCE

PRESIDENTIAL INAUGURAL COMMITTEE  
Public Liaison – (b) (6)

Washington, DC  
Dec. 2016 - Jan. 2017

- Responsible for establishing relationships with various stakeholder associations.
- Coordinated with Public Events to establish logistics and communicate details to stakeholders thereby ensuring a positive inaugural experience.

DONALD J. TRUMP FOR PRESIDENT  
North Carolina Deputy State Director – (b) (6)

North Carolina  
Nov. 2015 - Nov. 2016

- Managed 173 Trump and RNC staffers who turned out 2.5 million votes in NC.
- Chief NC Whip responsible for recruiting delegates at 100 County Conventions, 13 District Conventions, NC GOP State Convention, and delivering 72 delegates to the Republican National Convention.
- Lead operations manager of 35 public rallies for President-Elect Donald Trump, who spoke to more than 250,000 people at each event.
- Managed operations for North Carolina's state and national surrogates.

North Carolina Republican Party  
Statewide Field Director - (b) (6)

Raleigh, NC  
Jan. 2015 - Nov. 2016

- Worked statewide to conduct more than 150 relationship maintenance meetings, which produced 11 teams of active volunteers in 15 counties.
- Strengthened and implemented the RNC voter registration strategy resulting in over 250 Republican voters registered in July 2015.
- Lead Republican Leadership Initiative courses where 25 participants were instructed on methods of organization for grassroots support, and assessed by means of weekly conference calls and monthly goals.
- Generated a comprehensive press list and produced issue related research reports.

RNC Deployment  
Regional Field Director - (b) (6)

Baton Rouge, LA  
Nov. 2012 - Dec. 2014

- Collaborated with the Bill Cassidy for Senate Campaign on behalf of the RNC to strengthen experimental voter contact operations.

North Carolina Republican Party  
Regional Field Director - (b) (6)

Wilmington, NC  
Jan. 2014 - Nov. 2014

- Managed the daily and weekly voter contact goals for phone banking and door knocking, resulting in over 200,000 voter contacts for Senator Thom Tillis.
- Worked with local universities on an internship program for course credit, which led to the strongest involvement of College Republicans in North Carolina.



Carole M. Plowfield

(b) (6)

**Recent Positions**FutureGen Industrial Alliance, Washington, DC*Consultant, November 2015- Present**Executive Administrator and Senior Public Policy Analyst, November 2007- October 2015*

Manage daily operations of DC office of consortium of energy companies promoting clean energy technology advancement, including Board of Directors meetings and outreach, and special projects. Research, develop and write materials to execute legislative and advocacy strategy to promote successful implementation of the Alliance member's energy policy agenda with Congress, the administration, opinion leaders and stakeholders; work with consultants on governmental affairs and communications strategies.

The Brookings Institution, Washington, D.C.*Deputy Director, The Presidential Appointee Initiative, April 2002 – June 2003**Deputy to the Vice President and Director of Governmental Studies, and Associate**Director of The Presidential Appointee Initiative, April 2001 – March 2002**Associate Director, The Presidential Appointee Initiative, October 1999 – March 2001**Research Assistant/ Research Verifier, October 1996 – September 1999*

Manage and direct all daily operations of project designed to improve the presidential appointments process, support appointees, generate visibility for issue, produce reform based on rigorous research, and encourage public service. Provide organizational and strategic planning for VP of research program in managing four streams of inter-related activity, including the Governmental Studies program, the Center for Public Service, The Presidential Appointee Initiative, Volcker Commission, and nonprofit organizational effectiveness and capacity-building projects. Conduct research, write, edit and verify reports, coordinate advocacy and outreach efforts, represent project and VP at speaking engagements and meetings, supervise staff, and manage \$3.6 million grant.

The Aspen Institute, Washington, D.C.*Graduate Intern and Consultant, The Nonprofit Sector and Philanthropy Program, 2004 – 2006 as needed*

Research and report on federal budget expenditures to nonprofit sector service providers and trends affecting the sector.

**Skills**

*Project Management* - good organizational and problem-solving abilities; program design and development experience; strategic planning skills; issue identification expertise; ability to motivate staff; can prioritize and manage multiple tasks simultaneously

*Research* - proficient in conducting in-depth research and producing coherent and timely reports

*Communications* - effective verbal and written skills, including oral presentations, op-eds, testimony, press releases, and ad copy; ability to work with senior staff in government, industry executives, scholars and funders; excellent interpersonal skills, team player

*Financial Management* – experienced in grant management, budgeting, and accounting

**Previous Positions**The Princeton Review, New Brunswick, NJ*Teacher, February 1995 - April 1996*

Taught LSAT, GMAT and SAT preparation courses, evaluated results of diagnostic tests

The Brookings Institution, Washington, D.C.*Intern, February 1994 - May 1994*

Assisted research associate writing a book on health care policy, conducted research, wrote briefs

Shanley & Fisher, P.C., Morristown, NJ*Accounting Supervisor, June 1984 - January 1991*

Supervised all accounting functions, including billing, accounts receivable, payroll; managed client accounts, administered firm pension/profit sharing plan, calculated partner distributions

<b>Education</b>	<p>Drew University, Madison, NJ January 1991 - May 1994  B.A. in Political Science and Philosophy, Magna Cum Laude  Washington Semester Program in Senior Year  Georgetown Public Policy Institute, Washington, DC September 2003 – 2005, coursework complete  Executive Master of Policy Management (unfinished)  County College of Morris, 1984-1990  Montgomery County Community College, 1979-1982</p>
<b>Publications</b>	<p>Kenneth K. Humphreys, Carole Plowfield, et al., <i>An International Commitment to CCS: Policies and Incentives to Enable a Low-Carbon Energy Future</i>, Coal Industry Advisory Board Submission to the International Energy Agency, November 21, 2016</p> <p>Carole M. Plowfield, “Congress Fails on Effective Nominee Oversight,” <i>Roll Call</i>, January 26, 2006.</p> <p>Carole M. Plowfield, “On Nominations, What’s Needed Is Informed Consent,” <i>Roll Call</i>, May 25, 2005.</p> <p>Carole M. Plowfield, “Filibuster Saga,” <i>Roll Call</i>, November 24, 2003.</p> <p>Carole M. Plowfield, “Nomination Reform Requires New Approach,” <i>Roll Call</i>, May 19, 2003.</p> <p>Carole M. Plowfield, “Confirmation Delays Pose Big Threat,” <i>Roll Call</i>, February 10, 2003.</p> <p>Carole M. Plowfield, “Senate Failing to Perform Crucial Consent Role,” <i>Roll Call</i>, July 29, 2002.</p> <p>Carole M. Plowfield, “Congress’ Chance to Change the FBI,” <i>The Hill</i>, July 24, 2002.</p> <p>Carole M. Plowfield and Paul C. Light, <i>Problems on the Potomac: How Relocation Policies for Presidential Appointees Can Help Win the Talent War</i>, The Brookings Institution, March 22, 2002.</p> <p>Paul C. Light, Carole M. Plowfield and Sandra L. Stencel, “To Seek Out the Best,” <i>PS: Political Science and Politics</i>, March 2002, Volume XXXV, No.1, p. 17.</p>
<b>Public Speaking</b>	<p>Public speaking engagements on the presidential appointments process include:  The National Academy of Sciences; the Government Accountability Office; the United States Forest Service; The National Association of Administrative Law Judges; and Women in International Security</p>
<b>Honors</b>	<p>Member of National Coal Council, 2014 - Present  Member of Phi Beta Kappa, Gamma of New Jersey  Member of Pi Sigma Alpha, Zeta Rho Chapter  Member of Pinnacle, the Continuing Education Honor Society for Non-Traditional Students  Second Prize in the 1993 Moses Leo Gitelson Essay Awards, received at the Center for the Study of the Presidency’s Twenty-Fourth Annual Student Symposium  1993-1994 Center Fellow with the Center for the Study of the Presidency  Member of the National Advisory Council for the Center for the Study of the Presidency, and Center Fellow Mentor</p>
<b>Other</b>	<p>Member of Drew University Philosophical Society; Member of Drew University Equestrian Team; Special Events Coordinator for Drew University Continuing Education Program; Academic Assistant to Philosophy Department, Fall 1993; Tutor in Political Science, Fall 1993; Tutor for Project Northstar, 1998-2000</p>

*References Available on Request*

**MINNIE SALINAS**

(b) (6)

**EXPERIENCE**

RYAN, INC

JULY 2016 — PRESENT

**EXECUTIVE ASSISTANT**

- Review and edit client-related documentation submitted by Managers.
- Organize and prioritize multiple tasks and complete under time constraints.
- Maintain communications (email, written, phone, and fax) while Principals travel.
- Assist with meetings and event planning.
- Read, sort, and distribute incoming mail to the appropriate Principal. Route original client-related documentation to ensure timely delivery to Managers when client deadlines are involved.
- Maintain calendar appointments and coordinate schedules with other principals.
- Maintain daily correspondence and filing. Track and report time and expenses.

OFFICE OF THE GOVERNOR, STATE OF TEXAS

2001 — 2015

**DIRECTOR OF OFFICE OF THE FIRST LADY**

- Planned and coordinated all events, travel and calendars for the First Lady.
- Summarized and briefed the First Lady on pertinent information.
- Worked closely with the Office of the Governor, Secretary of State, the Department of Public Safety and other state agencies and private organizations.
- Coordinated all correspondence and technical assistance for the Office of the First Lady.
- Planned, assigned, and/or supervised the work of others, i.e., interns.
- Attended meetings and functions with First Lady, including domestic and international travel.

OFFICE OF THE LIEUTENANT GOVERNOR, STATE OF TEXAS

1999 — 2001

**DEPUTY DIRECTOR OF SCHEDULING**

- Coordinated Lt. Governor's calendar and daily in-office schedule.
- Communicated daily with constituents regarding invitations and meeting requests.
- Worked closely with correspondence team in responding to public requests.

SECRETARY OF STATE'S OFFICE, ELECTIONS DIVISION, STATE OF

1991 — 1998

**ELECTIONS ADMINISTRATION MANAGER**

- Administered State Election Inspector Program, Regional Election Schools Program and Annual Satellite Broadcast for Election Judges and Clerks.
- Maintained statewide voting systems database and managed the Apostille/Certification Program.
- Handled requests for handbooks/videos for over 3,300 political subdivisions throughout the state.

SECRETARY OF STATE'S OFFICE, EXECUTIVE DIVISION, STATE OF

1990 — 1991

**ASSISTANT TO PRESS SECRETARY**

- Provided support to executive assistant to Secretary of State.
- Assisted in preparing and distributing press releases to statewide media and public.

**EDUCATION**

ST. EDWARD'S UNIVERSITY

BACHELOR OF ARTS

Social Work/Criminal Justice, Cum Laude

## JAMES C. SHERMAN, III

(b) (6)

### Presidential Appointment

Strategic and client-focused leader with proven ability to learn quickly and adapt to changing trends and sales results. Record of successful sales leadership in competitive arenas built through excellent customer relationships, new account development and substantial increases in market share and penetration. Consistently develop new business and expand established accounts through customer-driven, solution-oriented focus and commitment to building long-term partnerships. Valued provider of advanced training that results in the retention and advancement of top-performing talent.

### Areas of Expertise

Field Sales Leadership. Team Building & Motivation. Strategic Account Development. New Business Development. Client Relations. Territory Alignment & Optimization. Sales Cycle Management. Sales Incentive Programs. Sales Channel Integration. Strategic Planning. Executive Protection Team Leadership & Motivation. \* Lead Advance on Presidential Campaign. \* Government Relations. \* Media Relations.

### Professional Experience

Donald J. Trump for President

Responsible for numerous events across the country. Assigned to the VP candidates team.

#### National Lead Advance (2016)

Valutek – Phoenix, AZ

Leading manufacturer of Cleanroom products for Biotechnology applications such as data centers, compound medicine manufacturing facilities, photography and film facilities.

#### Director of Sales (2015)

Manage the inside sales team with their sales process from lead to sale. Developed new account structures, commission plans, increased margins and sales. Created a winning atmosphere within the company via building a "one team" spirit.

- Instrumental in developing a solid sales and marketing structure to increase sales
- Increased margins throughout our suite of products
- Developed a Micro-Account strategy process to increase our customer relationships and sales
- Recognized as a strong leader with laser focus on the overall sales operations

CAPITOL SECURITY SOLUTIONS – Austin, TX.

*Industry leader in Critical infrastructure protection, assessment of executive protection for high profile individuals, and corporations*

#### Principal (2014)

Directed the day to day operations of the executive protection team, and managed the various staff members of Private Estates. Provided executive protection for a wide range of executives, celebrities and others.

- Developed corporate systems, instituted leadership and management training.
- Established strong relationships with strategic business partners and clients



Tyco Simplex-Grinnell- Phoenix, AZ  
General Sales Manager for the state of Arizona 2013-2014

Siemens-Phoenix, AZ

Account Executive 2012-2013

Responsible for selling building automation systems to the Phoenix market.

VERIS INDUSTRIES, DIVISION OF SCHNEIDER ELECTRIC - Portland, OR

*Premier provider of energy and environmental sensors for the commercial building and industrial industries.*

#### **DIRECTOR OF SALES OPERATIONS (2003 to 2012)**

Promoted through a series of increasingly responsible positions. Member of management team leading the daily operations of both the domestic and industrial inside sales teams comprised of 12 National Sales Consultants and Senior Sales Managers. Challenged to shape consistent and reliable revenue streams via enhanced customer relations and additional buy sell products. Reorganized the sales force to establish a stronger presence within the marketplace. Personally developed new products, strategic/government accounts and new customers that directly impacted business growth.

- Garnered recognition as a visionary of sales excellence by parent company, Schneider Electric, for sales team's double-digit YOY growth. Positioned tele-sales team as the benchmark for all Schneider Electric entities.
- Instrumental in overall company growth from \$19M in 2002 to \$100M+ in 2011. Grew margins to unprecedented levels as high as 70 per product.
- Directed sales teams to exceed sales budget 112 out of 120 months---35 consecutive months.
- Launched a customer rewards recognition program, allowing customers to receive free products based on prior purchases; raised sales by 14.
- Personally negotiated and closed large national accounts with Bank of America, Home Depot, Rite Aid, Wal-Mart, The Pentagon, WTC Tower, Walgreens, Lowes, KFC, McDonalds and Costco.
- Developed training to maximize sales team's performance, improve product awareness in the automation market and introduce incentives to drive long-term, strategic growth.
- Established a micro-account strategy program that focused in on individual accounts, monitored buying habits and exposed industry vulnerability. Yielded 8-9 revenue increase per account.

#### **NATIONAL SALES MANAGER (2002 to 2003)**

Advanced to National Sales Manager with full accountability for devising innovative methods to expand customer reach. Implemented new, companywide daily sales report that enabled employees to track daily progress. Monitored managerial sales metrics, percentage to plan, RMAs, credit, rebates, projected month end sales and previous month end carry over. Directly supervised 15 National Account Manager and 1 Administrative Support position. Promoted to the Director of Sales Operations.

- Recipient of the Employee of the Month Award for establishing customers as the foundation of business (2003).
- Boosted number of outbound calls and sales presentations by 23 while significantly increasing sales and profit margins.
- Introduced the Presidents Council, a companywide sales recognition program for the sales and marketing departments.
- Designed and implemented policies and procedures to enhance profitability and accountability for the entire company

#### **ACCOUNT REPRESENTATIVE (2002)**

Captured new business and retained existing accounts with a close focus Johnson Controls ABCS, Novar, Alerton, KMC, Delta Controls and distributors. Uncovered new opportunities through various resources, referrals and 100 daily outbound calls. Converted warm prospects into loyal clients through consistent follow-up and relationship-building tactics. Utilized Tele-Magic CRM system to track customer sales history. Promoted to National Sales Manager.

- Realized 17 increase in territory sales within 6 months.
- Recognized as sales force leader for excellence in presentation count and phone time per day.

# DANIEL R. SIMMONS

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(b) (6)

## EXPERIENCE

### INSTITUTE FOR ENERGY RESEARCH / AMERICAN ENERGY ALLIANCE, Washington, DC

#### *Vice President for Policy*

*May 2008 – Present*

- Oversee IER and AEA's energy and environmental policy work at the federal and state level
- Testify before Congressional committees and state legislatures on energy and environmental issues
- Communicate IER and AEA's messages through television and radio appearances and by talking with print journalists
- Draft scholarly comments to federal agencies during rulemaking process critiquing EPA and other agencies' regulatory impact analyses
- Approve all policy-related content for IER and AEA's websites
- Manage multiple staffers and oversee their work

### AMERICAN LEGISLATIVE EXCHANGE COUNCIL, Washington, DC

#### *Director, Natural Resources Task Force*

*April 2005 – May 2008*

- Managed ALEC's Natural Resources Task Force by developing policies promoting innovations through free markets, property rights, and the rule of law
- Drafted, researched, and promoted ALEC's model legislation and policy positions through state and federal coalitions, legislative issue briefings, written articles, and media interviews
- Organized state and issue-specific briefings, as well as national workshops that educated state legislators on energy, global warming, and chemical risk issues

### MERCATUS CENTER, REGULATORY STUDIES PROGRAM, Arlington, VA

#### *Research Fellow*

*April 2003 – April 2005*

- Analyzed proposed federal regulations and wrote comments to regulatory agencies
- Drafted law review and other articles on regulatory and legal issues

### U.S. HOUSE OF REPRESENTATIVES COMMITTEE ON RESOURCES, Washington, DC

#### *Legislative Staff, Forest and Forest Health Subcommittee*

*January 2001 – January 2003*

- Drafted legislation on public lands issues including endangered species and federal lands
- Wrote briefing papers, and advised Members of Congress on proposed and existing laws
- Organized committee hearings and field hearings

## EDUCATION

### GEORGE MASON UNIVERSITY SCHOOL OF LAW, Arlington, Virginia

- Juris Doctor, May 2003, Class Rank: (b) (6) Member of the Virginia State Bar

### UTAH STATE UNIVERSITY, Logan, Utah

- Bachelor of Arts, June 1998, Magna Cum Laude Major: Economics, Minor: Spanish

## JOHN SNEED

(b) (6)

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**PROFILE**

- Accomplished senior executive and leader with extensive experience in state and federal government operations, legislative advocacy, and strategic planning.
- Experience spans management, turnaround, and full P&L responsibility for the operation of multiple revenue-generating enterprises at state facilities that are all important tourist and historical destinations.
- Well-established network of professional relationships with political, administrative, and business leaders throughout Texas.
- Proven ability to assemble and lead talented and motivated teams of professionals in creating and executing organizational policies and procedures, continuously improving business processes, and advocating successfully in both legislative and executive organizations.

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**PROFESSIONAL EXPERIENCE****STATE PRESERVATION BOARD – AUSTIN, TEXAS**

2008–2016

**Executive Director**

Led a team of 11 direct reports and a total team of up to 225 in managing the maintenance, care, and preservation of the Texas State Capitol building and monuments, the Governor's Mansion, the Bullock Texas State History Museum, and the Texas State Cemetery, the latter recently added to the Board's responsibilities. Managed relationships with a Board of Directors that included the Governor, the Lieutenant Governor, and the Speaker of the Texas House of Representatives and managed a total budget of \$30M to \$35M annually, approximately \$10M of which is generated by such sources as admission fees and retail stores in the facilities, all of which are tourist destinations. Coordinated tourist operations, including guided tours, parking, and curatorial functions for thousands of art, furnishings, and historical artifacts at the Capitol. Had full P&L responsibility for revenue-generating functions and manage multiple trust funds with a total value of approximately \$28M, usually dedicated to specific projects.

- Successfully dealt with the restoration of the historic Governor's Mansion, which had suffered extensive fire damage. Instrumental in securing legislative appropriations totaling \$20.5M, and helped manage the extensive construction and restoration project.
- Significantly improved the Board's senior staff and rebuilt relationships between the Board and the occupants of the buildings under the agency's control.
- Secured Board approval of \$3M from the Capitol Trust Fund to repair and paint the Capitol dome, a project that built such credibility that the Board has subsequently been able to secure legislative approval and appropriations for other major projects. In the most recent session, for example, secured \$1.5M for additional repair and restoration projects.
- Revised the operating model of the Bullock Museum, which was not self-supporting as had been expected. Identified new revenue streams by monetizing parking facilities at the Museum and providing contract and special event parking, turning the IMAX theater into a largely commercial operation with concessions that generate \$275K annually, and built state support for annual funding, which started in 2009 and has increased in subsequent years.
- Have grown annual Enterprise Operations Revenue significantly in all categories from 2008 to 2015 with cafeteria revenue up 153% to \$253K, metered parking up 81% to \$980K, gift store revenue up 22% to \$2.53M, Museum revenue up 11.8% to \$6.2M, and parking garage revenue up 46% to \$615K.
- Museum grant funding increased from \$688K in 2008 to \$1.58M in 2015.
- Implemented and oversaw a complete window-restoration project at the Capitol, while assuring maintenance of relationships with legislators and their staffs during the highly invasive project.
- After assuming management of the State Cemetery, which had been quasi independent, successfully implemented budgetary and policy changes to strengthen the organization.
- Successfully coordinated with multiple legislative and state agencies in installing and implementing a comprehensive security system at the state capitol building.
- Deeply involved in executing a legislatively mandated Capitol Complex Master Plan, assuring that concerns for preservation and maintaining the dominance of the Capitol are met during its execution.



**LIEUTENANT GOVERNOR DAVID DEWHURST**

2003-2008

**Senior Policy Advisor**

Advised the Lt. Governor on such issues as economic development, homeland security, emergency management and appropriations issues. Served as the Lt. Governor's liaison to multiple state agencies.

- Served as the Lt. Governor's representative to the Bond Review Board and the Legislative Audit Committee.
- Developed processes and procedures for the Texas Enterprise Fund, the Emerging Technology Fund, and the newly created Cancer Prevention & Research Institute of Texas, which awarded up to \$250M annually for research, commercialization and cancer prevention projects. Brought structure, analysis, and process improvement to these funds, significantly contributing to increases in their credibility.

**TEXAS GENERAL LAND OFFICE**

1999-2003

**Senior Deputy Commissioner**

Led a staff of five in overseeing development of agency policies, including advising then Land Commissioner David Dewhurst on issues of Homeland Security when the Commissioner was appointed Chair of the Texas Task Force on Homeland Security following 9/11.

- Recommended and successfully advocated legislative changes that enabled a growth of revenue for the Texas Permanent School Fund by the Land Office, a platform that remains in place today.
- Assisted in the establishment of three state veterans cemeteries.

**TEXAS DEPARTMENT OF AGRICULTURE**

1991-1999

**Assistant Commissioner for Intergovernmental Affairs**

Managed a staff of six in overseeing state and federal legislative efforts and developing departmental policies.

- Hired to reestablish relationships with the US Department of Agriculture and other federal agencies.
- Part of a team that established and implemented the boll weevil eradication program, which has resulted in this devastating pest being overwhelmingly under control throughout the state.
- Strengthened the organic certification program and the federal worker protection program for farm workers.
- Managed the Texas-Israel Exchange program, which financially supported joint research projects.

**OFFICE OF CONGRESSMAN JOE SKEEN (R-NM)**

1985-1991

**Press Secretary / Legislative Director**

Began employment as the Congressman's press secretary and was promoted to advise and lead advocacy on legislative issues for a member of the House Appropriations Committee.

- Contributed to the success of maintaining the existing grazing fee policy and preventing a fee increase.
- Helped draft the first legislation to create in New Mexico the nation's first nuclear waste repository, the Waste Isolation Pilot Project, which received its first shipment of waste in 1999.
- Was instrumental in stopping the establishment of multiple wilderness areas, as well as securing funding for university research initiatives.

**KAUZ TV (CBS) - WICHITA FALLS, TEXAS**

1980-1984

**Reporter / Weekend Anchor**

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**EDUCATION****TEXAS A&M UNIVERSITY****BACHELOR OF SCIENCE IN JOURNALISM, 1980****CONTINUING EDUCATION**

- Texas Governor's Executive Development Program, LBJ School, 1997.

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**PERSONAL**

- (b) (6)
- Fishing, camping, hiking, politics, financial planning for self and family members.



# MICHELLE M. SNEED

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## EMPLOYMENT

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### Employees Retirement System of Texas (ERS), 2015 to present *Health Promotion Administrator*

- Develop and implement targeted health promotion programs for ERS and other state agencies.
- Establish strategic goals and objectives, priorities and metrics to evaluate and measure health promotion program outcomes.
- Strategize with numerous state agencies to determine most effective health promotion initiatives.

### Office of the Governor (OOG), 6 years *Chief of Staff, Office of the First Lady* Management & Leadership Experience

- Managed daily operations for the Office of the First Lady including constituent relations, events, special projects and staffing issues.
- Served on OOG senior staff and as a liaison for the First Lady.
- Responded to constituents on behalf of the First Lady.
- Interfaced with OOG divisions to brief the First Lady on issues and events.

### Project Management Experience

- Managed the First Lady's blog; draft the First Lady's correspondence.
- Managed speech writing process; edit all speeches for the First Lady.
- Oversaw Governor's Commission for Women and Governor's Mansion staff and activities.
- Managed Texas Conference for Women on behalf of the First Lady.
- Researched all invited speakers and panelists for the Texas Conference for Women.
- Represented the First Lady in meetings.

### Texas Department of Agriculture, 6 months *Coordinator/Editor, Family Land Heritage (FLH) Event*

- Coordinated annual FLH event which honors farms and ranches with continuous 100-plus years of family operations and ownership.
- Edited agency publications and documents.

### Arnold Public Affairs, 4 years *Office Manager*

- Monitored legislative hearings; managed office and supervised interns.

### Straight, Inc., 1.5 years *Community Relations Director*

- Conducted meetings with medical and educational professionals to increase awareness for this non-profit drug rehab for teenagers.
- Addressed parent groups and community organizations about drug abuse recognition.

## EXPERTISE

### Professional

- Extensive practice in navigating stakeholders at different levels
- Experience with high-visibility projects
- Work in collaboration with varied interests
- Oversee thorough implementation of projects and events
- Keen understanding of handling confidential information
- Dedicated and committed to excellent work product with strong work ethic
- Supervisory experience
- Strong organizational skills
- Extensive leadership experience
- Understanding of importance of timely follow-through
- Short- and long-range planning experience
- Resourceful problem solver
- Skill in public relations
- Experience in public speaking

### Interpersonal

- Excellent written and verbal communication skills
- Discreet and diplomatic

## EDUCATION

Texas A&M University  
B.S., Journalism/Public Relations;  
Minor in business

**Jessica Szymanski**  
Phone (b) (6) E-mail (b) (6)

## Education

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**Athens, OH** **OHIO UNIVERSITY** **Fall 2012–May 2016**

- B.A. in Political Science, College of Arts and Science. GPA: (b) (6)
- B.S in Communications, Scripps College of Communication.

## Experience

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**SECURE ENERGY FOR AMERICA ASSOCIATION, Pittsburgh, PA.**

**Field Director:** May 2016 – Present.

- Led grassroots, ‘Get Out the Vote’ campaign efforts to mobilize the voice of the fossil fuel industries on Election Day.
- Educated individuals directly and indirectly affected by the future of the fossil fuel industries on where Presidential and U.S. Senate candidates stood in regards to the issues facing these industries.
- Accumulated approximately 25,000 people to pledge to vote for pro-American energy candidates. In Pennsylvania, that is roughly one-third of Trump’s 68,000 popular vote lead.
- Marketed our strategy to natural gas and coal companies across PA, OH, and WV.
- Coordinated extensively with these companies to get their employees registered and committed to vote.
- Motivated employees we contacted directly to then get their personal spheres of influence, like their friends and family, registered and committed to vote creating a snowball effect of our system throughout the tristate area.
- Collected contact information for every person who pledged to vote for pro-fossil fuel candidates both face-to-face or through a chain of command.
- Using this contact information, sent email and text message reminders for important deadlines (i.e. last day to register to vote, last day to apply for an absentee ballot, remember to vote tomorrow), along with information on how to complete these reminders.
- Worked closely with state and regional trade associations, such as the Pennsylvania Coal Alliance and the Marcellus Shale Coalition, to maximize the expansion of our efforts.
- Managed a team of interns who assisted with daily tasks.
- Created advertising material and campaign paraphernalia.
- Oversaw SEAA’s social media accounts, including Facebook, Twitter, Instagram and LinkedIn.
- Helped design and maintain SEAA’s website, updating it with new information and tracking online voter registrations and pledges to vote.

**NEW DAY FOR AMERICA, Columbus, OH.**

**Intern:** October 2015–May 2016.

- Coordinated and operated biweekly phone banks to gain constituent support for Ohio Governor John Kasich in the 2016 presidential election.
- Recruited new volunteers for NDFA on college campuses.

**CONGRESSMAN TIM MURPHY (PA-18), U.S. HOUSE OF REPRESENTATIVES,**  
Washington, D.C.

**Congressional Intern:** May 2015–August 2015.

- Composed daily memorandums for the Congressman on current legislative policies and issues.
- Represented Congressman Murphy at select briefings and hearings.
- Assisted with constituent communications and relations.

**FRIENDS OF JOHN BOEHNER,** Dayton, OH.

**Student Campaign Representative:** September 2014–November 2014

- Tabled on campus to pass out absentee ballot applications and advocate for Congressman Boehner’s reelection.
- Acquired the help of student volunteers to help conduct grassroots advocacy through my relationship with College Republicans.

**DUANE MORRIS GOVERNMENT STRATEGIES,** Pittsburgh, PA.

**Summer Intern:** May 2014–August 2014

- Researched current, political issues in order to assemble weekly reports for the firm’s clients.
- Worked alongside lobbyists to ensure client satisfaction through government procurement.

## Accomplishments

- **Campaign Coordinator** (February 2015–April 2015): Ran communication efforts for the winning OU Student Senate campaign ticket, Serving Our Students.
- **Formal Events and Special Weekend Chair** (January 2014–January 2015): Sigma Kappa Sorority.

## Highlights

- Excellent communication skills.
- Well-versed and highly interested in Political Science.
- Strong leadership abilities.
- Capable of learning quickly.
- Proficient in Microsoft Word, Powerpoint, and Excel.
- Able to think quickly and adapt easily.
- Work extremely well under pressure.

# CATHY TRIPODI

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www.linkedin.com/in/cathytripodi

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## ENERGY POLICY, LEGISLATIVE & PROCUREMENT PROFESSIONAL

### *Joining forces to deliver innovation in energy, infrastructure, and economic development strategy*

Senior manager offering more than a decade of experience navigating the federal, state, and local government regulatory landscape and building bipartisan consensus on complex policy issues. Articulate thought-leader and spokesperson, skilled at conveying messages to top government officials, corporate executives, academic leaders, industry experts, and grassroots organizations. Mission-focused with the foresight and confidence to quickly take hold of a project and aggressively align all available resources – people, budget, and time – to achieve unprecedented results.

### EXPERIENCE HIGHLIGHTS

- **Energy Director credited with launching, steering and managing Indiana's premiere State Energy Program (SEP)** framed around business development, capital investment, job creation, and commercialization/deployment of automotive, energy, and agricultural technologies.
- **Policy Advisor in the Federal Energy Regulatory Commission and the U.S. Department of Energy**, deploying strong research and analytical skills to prepare agenda, legislative priorities, policy positions, and recommendations.
- **Annual Merit Review Committee Member for U.S. Department of Energy's Energy Efficiency and Renewable Energy (EERE)** projects tasked with evaluating awardees' verbal and oral presentations to ensure compliance with Program Office's mission and strategic plan.
- **Business Director** responsible for restructuring **North Carolina's state and federal government grant programs and vendor contracts** identified by State Auditor for mismanagement and misuse of funds including unwinding of legacy contracts, clawback of funds and recruiting subcontractors committed to newly created key performance metrics.

### LEGISLATIVE / AGENCY EXPERTISE

Energy Independence & Security Act (ESA)  
 Energy Policy Act (EPA)  
 Federal Power Act (FPA)  
 National Environmental Policy Act (NEPA)

U.S. Department of Energy (DOE)  
 U.S. Department of Interior (DOI)  
 U.S. Environmental Protection Agency (EPA)  
 Federal Energy Regulatory Commission (FERC)

### PROFESSIONAL EXPERIENCE

#### **Director of Business Affairs | North Carolina Department of Transportation | Raleigh, NC | 2014 to 2017**

Hired in a newly created position to lead the Turnpike's policy, strategic planning, and interstate relations to improve operational efficiency and interoperability. Conduct audit of Turnpike staff, operations contractors' standard operating procedures and technology performance. Apply analytical and fiscal skills to formulate, develop and implement recommendations for streamlining upcoming electronic tolling procurement projects. Hire and manage on-call engineering contractors. Wrote the Turnpike's Business Rules, performed an assessment of the Department of Transportation's entire Civil Rights Office and conducted thorough audit of Ferry Reservation Customer Service Center operations.

#### **Advisor to Secretary | North Carolina Department of Environment and Natural Resources | Raleigh, NC | 2014 to 2014**

Evaluated North Carolina's \$50 million federal Weatherization grant program's underperformance and secured senior federal and state management approval to incorporate new organizational, programmatic, financial, and business policies in Annual State Plan provided to U.S. Departments of Energy and Health and Human Services. Drafted performance based contracts that incorporated monthly benchmarking and metrics to track compliance, production, stewardship of government funds, and execution of program goals. Managed team of eleven direct reports and over twenty contractors.

#### **Senior Vice President | Council on Competitiveness | Washington, DC | 2013 to 2014**

Led the Council's corporate engagement and oversaw the messaging, communications and strategic development outreach to current and prospective members including CEOs, university presidents, and national laboratory directors.



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**Interim Chief Operating Officer | Securing America's Future Energy | Washington, DC | 2012 - 2013**

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Oversaw the organization's day-to-day operations, and managed the implementation of mission and initiatives.

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**Senior Advisor | FaegreBD Consulting | Washington, DC | 2011 to 2012**

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As key member of the energy and environment team, leveraged extensive experience in energy and transportation policy to advise clients on natural resources strategies; federal and state funding opportunities; and environmental regulations. Assisted companies, universities and municipalities with expansion by advising on product branding and launch strategies; identifying business development opportunities; assessing government financing prospects; and providing guidance on federal government marketing strategies and go-to-market acquisition plans.

- Advocated on behalf of the nation's largest coal mining company for increased federal and congressional oversight of EPA/FERC transmission reliability matter.
- Resolved utility client's complicated PUC and FERC matter through collaboration with agency leadership.
- Worked with DOE to secure grant funding for Purdue's Center for Advanced Manufacturing.
- Ensured continuation of grant funding for an Indiana state government transportation authority.
- Organized two Cleaner Energy Vehicle Mobility Transportation conferences; recruited high-profile energy experts and federal/state government officials as presenters.
- Secured two targeted solar companies for government affairs and legal work, including delivery of congressional investigation services.

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**Director of Energy | Indiana Economic Development Corporation | Indianapolis, IN | 2009 to 2011**

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Applied exceptional leadership and collaboration skills to transform this public-private partnership's vision of a new energy initiative into a comprehensive, statewide energy and transportation program. Collaborated and partnered with state and municipal governments, public and commercial utilities, advanced manufacturers, real estate developers, universities, nonprofit organizations, and industry, government and community stakeholders. Leveraged \$68M DOE/ARRA allocation and launched program that led the nation in attaining all DOE and NEPA approvals.

- Spurred capital investments exceeding \$1.5B, opened door to creation of 6,500 advanced manufacturing jobs and helped bring new energy and agricultural products to market.
- Designed and developed first state-government alternative vehicle, smart grid, and next generation energy fueling and charging stations initiative. Created statewide vehicle-purchase rebate program that served as nationwide model.
- Served on Midwestern Governor's Association and worked on collaborative regional initiatives focused on creating jobs in renewable fuels transportation and manufacturing industries.
- Represented State Secretary of Commerce on U.S. Department of Labor's Indiana State Energy Sector Partnership's Department of Workforce Development Steering Training Grant Committee.
- Invited to present Indiana's Clean Tech Success Stories to industry conferences: The Rockefeller Brothers Foundation, The PEW Center, Georgetown University Federal and State Center, Chamber of Commerce, and The DOE.

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**Director, Policy & Government Affairs | Kamlet Shepherd & Reichert, LLP | Washington, DC & Denver, CO | 2007 to 2009**

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Opened Denver law firm's Washington, DC office and utilized policy/government affairs expertise and public/private network of contacts to facilitate Colorado attorneys' transition and introduction to local community.

- Launched and branded Convergence Law Institute, LLC, the firm's premiere private think tank that educated and empowered clients with strategies and arguments on public policy issues.
- Built client base of Western and Midwestern Fortune 500 companies and large associations who benefited from firm's delivery of services addressing their unique advocacy and public-policy education needs.

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**Business Development/Public Affairs Consultant | The Mita Group | Washington, DC | 2006 to 2007**

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Combined unique understanding of intersection of business, politics, and public policy to effectively work with Fortune 500s and start-up technology businesses. Assisted in identifying business opportunities with federal government and developing go-to-market acquisition plans for clients.

- Co-developed business plan and steered launch of EmpowHER, one of fastest-growing and largest social health communities dedicated exclusively to women's health and wellness.

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**Policy Advisor to Chairman/Commissioner | Federal Energy Regulatory Commission | Washington, DC | 2003 to 2006**


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Assisted Chairman with recommendations and served as representative to White House, Congress, Executive Branch, government agencies, and nonprofit, industry, and corporate officials. Recruited Commission staff, managed budget, and worked with team in developing key goals and regulatory proceedings for the Commission.

- Advised Chairman and key stakeholders on energy, transmission, pipeline, and railroad infrastructure projects and policies.
- Utilized technical and administrative knowledge of pertinent statutes to analyze business and/or program issues and communicated detailed technical information and data to senior management and stakeholders effectively, both orally and in writing.
- Drafted numerous national energy policy position reports, press releases, testimonies, and correspondence.
- Supervised agency-wide policy and ethics matters to ensure compliance with FERC mission, objectives, regulatory requirements, and procedures.

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**Policy Advisor /Special Assistant to the Secretary | U.S. Department of Energy | Washington, DC | 2001 to 2003**


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Assisted Secretary with formulating policy for all forms of energy including coal, wind, solar, natural gas, petroleum, biofuels, and nuclear. Researched, analyzed, and prepared more than 80 energy-policy recommendations surrounding President's National Energy Policy, California and West Coast Energy Crisis, Enron, and the Transmission Grid Study.

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**Manager, Real Estate/Estates | Hugh Bancroft | Aspen, CO & San Diego, CA | 1996 to 2001**


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Hired for new position to manage real estate assets, budgets, and multilingual business staff for four large properties. Oversaw property, business, and foundation operations including accounting, tax, and financial analysis. Planned social, community and philanthropic events.

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**Assistant Real Estate Manager | William Lloyd Davis & Sheldon Gordon | Aspen, CO & Los Angeles, CA | 1993 to 1996**


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Assisted prominent real estate developers with property development, management, community relations and leasing activities.

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**EDUCATION**


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**Bachelor of Science (B.S.), Finance and Accounting | Villanova University | Philadelphia, PA**

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**ADDITIONAL ACTIVITIES**


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**National Advisory Member, Constituting America**


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Advance the importance of the U.S. Constitution and the foundations it sets forth regarding our freedoms and rights by hosting national student contests that utilize multi-media outreach such as music, film, internet and social media.

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**Commissioner, City of Aspen & Pitkin County Colorado Planning and Zoning Commission**


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Appointed by County Commissioners to a four-year term providing oversight and recommendations on long-range land use planning matters.

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**Advisory Council Member for Indianapolis University Purdue University Richard G. Lugar Center for Renewable Energy**


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Advised on research and educational activities aimed at improving the nation's energy security.

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**Fund-raiser, High-profile Social, Philanthropic, and Political Organizations**


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Planned and organized events for Bohemian Grove, Aspen Institute, University of California Regents, and the Hoover Institute. Secured corporate sponsorship from major contributors, including United Airlines, Chanel, Porsche, Kraft, Mary Kay, Amway, Janus, and SAP. Served as high-profile fund-raiser for a presidential candidate's National Finance Committee.

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**Grassroots Organizer, Voter Registration & Get Out the Vote**


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Played key role in multiple campaigns for Indiana, Colorado, Virginia, and Michigan gubernatorial and presidential races as well as senate and house campaigns. Planned, coordinated and oversaw Colorado's compliance with Help America Vote Act (HAVA) during presidential election, which included recruiting/directing volunteer lawyers for state's polling places. Recruited women and organized rallies and social events that generated extensive national media attention.

**JOSEPH F. UDDO III** (b) (6)**PROFESSIONAL EXPERIENCE:****Donald J. Trump for President, Inc.****Deputy State Director – Pennsylvania** (Pittsburgh, PA)August 2016 – November 2016

- served the campaign in the battleground of PA and managed voter contact and volunteer recruitment strategy
- developed and executed various voter contact projects including an extensive voter registration email program
- worked closely with RNC Victory and PAGOP to meet rigorous ID goals and turnout Trump voters
- was lead staff for campaign events in Pennsylvania, liaising with advance, state party and press for successful event

**Republican National Convention - Committee Week Chief Whip** (Cleveland, OH)June-July 2016

- successfully built relationships with Rules, Platform and Credentials Committee members from five states to influence vote
- served as the Chief Whip of the Energy Sub-Committee of the Platform Committee, producing a favorable committee report
- served as Chief Floor Whip for the Campaign to guide vote and encourage positive media presentation

**State Director – Delaware** (Dover, DE)March-May 2016

- directed all aspects of the primary campaign in Delaware resulting in winning over 60% of the primary vote

**Ben Carson for President****Deputy Political Director – Northeast Region** (Alexandria, VA)December 2015 – March 2016

- managed ballot access, delegate recruitment, field program, volunteer operations, and voter contact in 11 northeast states
- assisted finance team with high dollar donor relations in the Northeast Region which includes New York City

**Udeaux L.L.C.****Principal** (Washington, DC)April 2015 -

- marketing, public relations and campaign consultant serving Louisiana and New York Congressional and local candidates, the New York State Republican Party, Epic Oil Extractors and Seersucker Vodka

**New York State Republican Party**November 2012 –April 2015**Political Director** (New York, NY)

- developed and executed state-wide plan for party building, resource allocation, and member/donor relations, resulting in \$5 million raised in 2014 and electing the most republicans across the state in ten years
- reelected all six Republican members of Congress and flipped three Democrat held Congressional seats, the most congressional pickups of any state in the country in 2014
- organized political strategy achieving the largest NY delegation to Congress in over ten years
- conceived and conducted statewide political education program aimed to strengthen local candidates' performance which resulted in GOP control of 14 of 18 county executive offices and 48 of 57 county legislatures and boards of supervisors
- implemented an email collection program that has been successfully used for voter contact and fundraising
- created a comprehensive, statistical model driven, voter registration project to register Republican voters statewide

**Team Boehner/New York State Republican Party – Orphan Victory Program**May-November 2012**Deputy Director** (Albany, NY)

- managed a \$3 million budget, ten employees and eleven offices across New York State
- organized political efforts among Team Boehner, NRCC, RNC, and NYGOP and sent six redistricted New York Republicans to Congress when President Obama received 63% of the 2012 NY popular vote

**Office of U.S. Congressman Steve Scalise (LA-01)****Legislative Aide** (Washington, DC)June 2011 - May 2012

- congressional point of contact overseeing legislation concerning air transportation, social security, immigration, and the United States Postal Service
- staffed Congressman Scalise at many political events in Washington and attended NRCC deployments

**Staff Assistant** (Washington, DC)December 2010- June 2011

- conducted various administrative functions in the office including facilitating day to day operations of the office

**Congressional Intern** (Washington, DC)November 2010

- answered phones, processed mail, gave tours of the Capitol Building, and assisted the staff with legislative and administrative projects

**Hunt Downer for United States Congress**June -October 2010**Grassroots Director** (Houma, LA)

- directed field operations for the thirteen-parish congressional district while balancing school workload
- developed mail plan and coordinated with campaign media team to develop message

**EDUCATION:****LOUISIANA TECH UNIVERSITY****Bachelor of Arts in History** (Ruston, LA)November 2010

## Luke Wallwork

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| Cell: (b) (6)

### POLITICAL EXPERIENCE

**Staff Assistant** Committee on Energy and Commerce, U.S. House of Representatives **August 2016 – Present**

- Provide administrative, logistical, and policy support to staff to help enable the Committee achieve its legislative agenda.
- Assist the member services director tracking Committee members' legislative accomplishments, voting record, hearing participation, and media activity.
- Copyedit and process official communications drafted by policy staff, to be sent to Federal agencies and industry executives on behalf of the Chairman.
- Manage the Committee's administrative duties including: those related to hearings and mark ups, resource allocation, services for members, and oversight of certain IT functions.

**Manager of Congressional Affairs** Lobbyit.com

**July 2015 – August 2016**

- Responsible for the management of twelve client accounts. Provisioned full government relation services: maintained correspondence and cultivated relationships with congressional staffers. Conducted meetings and on behalf of clients with members and staff.
- Client successes: influenced legislation by having language included in the manager's amendment. Submitted questions for hearings that were asked by the member.
- Wrote magazine articles, letters of support for legislation, press releases, and submitted questions and testimony for congressional hearings.
- Updated clients with monthly reports that included summaries of meetings taken, pending legislation, and the political climate surrounding their issues.

**Legislative Assistant** Maryland General Assembly (Delegate David Vogt, III) **December 2014 – June 2015**

- Staffed the delegate during meetings with constituents, administration leaders, and elected officials.
- Passed legislation (unanimously) as a freshman Republican.
- Constituent services: receive daily phone calls, conducted capital tours, responsible for official email correspondence, and an orchestrated an issue based letter campaign.
- Ran Delegate Vogt's scholarship program of \$100,000; managed Delegate Vogt's annual \$40,000 state allocated budget, for both the district office and Annapolis office.

**Campaign Manager** Blaine Young for County Executive

**July 2014 – November 2014**

- Managed a staff of 5 full time employees and over 20 volunteers on a daily basis.
- Oversaw Blaine Young's Fundraising operation that raised \$1,000,000.
- Responsible for the office \$12,000 monthly budget.
- Grassroots campaigning including: knocking on over 30,000 doors, 100,000 phone calls, and mailing 25,000 pieces of mail in-house. Issue based messaging; implemented a \$30,000 micro-targeting program
- *Worked with the Hogan for Governor campaign to pull off the biggest upset in the 2014 election cycle.*

### EDUCATION

**East Carolina University**

**August 2010 – May 2014**

- Bachelor of Science in Political Science; Minor - Business Administration

### VOLUNTEER WORK

- Staff motorcade driver for Vice President-Elect Mike Pence.
- Sorted president-elect and vice president-elect correspondence for the Presidential Transition Office.



# Jonathan Wetzel

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Email

## EDUCATION

Marquette University, Milwaukee, WI, May 2010

Bachelor of Arts Degree in Political Science and Philosophy

## RELATED EXPERIENCE

- (b) **Public Events Assistant Director- Transportation**, Presidential Inauguration, Washington, DC 12/2016-1/2017
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  - o Planned and oversaw transportation and logistics for all large ticketed events during Inauguration
  - o Acquired and managed transportation assets for inauguration including Inaugural Parade and Welcome event
  - o Coordinate with PIC Events team and local government to develop arrival plans for general public.
- GOTV Director**, Republican Party of Pennsylvania, Harrisburg, PA 10/2016-11/2016
- o Managed Get out the Vote turnout operations for 45 staff members.
  - o Executed GOTV plan which resulted in successfully contacting record number of voters in Pennsylvania.
- Special Assistant to the Chairman and Deputy Chairman**, Trump for President, New York, NY 09/2016-09/2016
- o Oversaw special projects on behalf Chairman Paul Manafort and Deputy Rick Gates.
  - o Managed Day-to-day schedule and logistics for Chairman including cars, flights and helicopters.
  - o Maintained to-do list and compiled daily notes and briefings for Chairman and Candidate.
- Transportation Director, Caucus Operations-** GOP Convention, Cleveland, OH 06/2016-07/2016
- o Developed transportation logistics plan for campaign staff and VIPs.
  - o Coordinated and organized motor pool vehicles, volunteers and staff.
- Campaign Manager-** Kathy for Maryland, Annapolis, MD 12/2015-05/2016
- o Created and executed campaign plan and budget for US Senate campaign.
  - o Managed day-to-day operations of campaign team, vendors and consultants.
  - o Won a 14-way primary election with a 25 percent margin.
- Senior Trip Coordinator-** Scott Walker for America, Madison, WI 01/2015-11/2015
- o Secured production assets for events nationwide by working with production companies and staff.
  - o Scheduled and planned traveling staff assignments as well as facilitated travel for their projects.
- Deputy Campaign Manager-** Friends of Scott Walker, Madison, WI 12/2012-12/2014
- o Oversaw all departments within campaign organization with a focus on Operations, Advance, Political and Digital ensuring goals and deadlines were met.
  - o Organized all video shoots for all television commercials as well as planned and shot web vignettes.
  - o Spearheaded several statewide tours and major events for Governor and surrogates.
- Assistant Campaign Manager-** Tommy Thompson for Senate, Madison, WI 08/2012-11/2012
- o Streamlined and Overhauled campaign operations throughout all departments after Primary Election
  - o Devised new campaign strategy and messaging while planning corresponding events.
  - o Recruited talent and scouted locations for television commercials while managing production schedule.
- Political Director** – Republican Party of Wisconsin, Madison, WI 06/2012-08/2012
- o Coordinated assembly and senate campaigns for the State Party to ensure optimized results.
  - o Planned and Arranged Wisconsin delegation's travel and events for Republican National Convention.
- Statewide Field Director-** Friends of Scott Walker, Madison, WI 08/2011-06/2012
- o Formulated and executed field program plan for Governor Walker's winning recall election.
- Field Director-** Republican Party of Wisconsin, Eau Claire, WI 07/2011-08/2011
- o Recruited, Trained and Supervised volunteers in order to help two senators in their recall elections.
- External Relations Coordinator-** Office of Governor Scott Walker, Madison, WI 01/2011-11/2011
- o Organized and Advanced events across the state.
  - o Acted as a link between the Governor's office and local chambers of commerce and businesses.
- Operations Assistant-** Office of Governor-Elect Scott Walker, Madison, WI 11/2010-01/2010
- o Evaluated and Oversaw participants and events for inauguration ceremony.
- Field Representative-** Scott Walker for Governor Campaign, Wauwatosa, WI 07/2010-11/2010
- o Managed five different demographic specific statewide coalitions.
  - o Planned, Diagramed, and Coordinated several statewide tours for multiple candidates.

**DANIEL K. WILMOT**

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**EXPERIENCE****TEXAS VETERANS COMMISSION**01/15 – 09/16 ***Director, Federal Relations*** Washington, DC

- Monitored federal legislation or administrative actions on matters impacting Texas veterans.
- Provided strategic guidance and developed action plans that supported overall goals and legislative objectives for the Commission.
- Attended meeting with elected officials, VSOs, agency and congressional staff.
- Tracked hearings and reviewed legislative testimony.

**TEXAS OFFICE OF STATE and FEDERAL RELATIONS**10/13 – 01/15 ***Director*** Washington, DC02/12 – 09/13 ***DC Director***

- Provided strategic guidance and developed action plans that supported overall goals and legislative objectives for the Governor.
- Identified and disseminated information to Texas congressional delegation and state officials on priority issues.
- Participated in meetings with elected officials, congressional staff and interest groups on issues impacting Texas.
- Respond to inquiries from state officials and congressional delegation on federal legislative and regulatory activities.
- Reviewed briefing memos, speeches, press releases and legislative testimony.
- Represented the Governor at meetings, hearings, and conferences.

08/11 – 02/12 **RICK PERRY FOR PRESIDENT** Washington, DC

Trip Director

**OFFICE OF GOVERNOR RICK PERRY**03/09 – 08/11 ***Director of Intergovernmental Affairs, Office of Homeland Security*** Washington, DC

- Tracked federal legislation impacting Texas related to homeland security, homeland defense and criminal justice.
- Liaison between the Governor's Office of Homeland Security, the Texas congressional delegation, federal agencies and associations.
- Responsible for the timely and accurate flow of information to Texas congressional delegation and federal officials during emergencies and natural disasters.
- Attended meetings, hearings, and briefings as the Governor's representative.

**OFFICE OF THE SECRETARY OF DEFENSE**04/08-01/09 ***Deputy Assistant Secretary of Defense for Intergovernmental Affairs*** Washington, DC12/05-04/08 ***Director, Intergovernmental Affairs***

- Developed and executed legislative strategies on a wide range of issues to include Homeland Defense, Defense Support to Civil Authorities and the National Guard.
- Analyzed legislation and briefed senior DoD leadership on areas of vulnerability and appropriate courses of action.
- Represented the Secretary on 13 trips to Kuwait, Iraq, and Afghanistan with over 30 Governors to visit deployed National Guard troops.



- Organized and participated issue briefings for members of congress, and staff. Reviewed testimony and prepared witnesses for congressional hearings.
- Awarded the Secretary of Defense Medal for Exceptional Public Service.

#### **OFFICE OF THE VICE PRESIDENT**

01/01 - 09/05 *Assistant to the Vice President and Director of Advance* Washington, DC

- Directed Vice President Cheney's travel and logistics to include over 500 domestic and international trips to the Middle East, Asia, Europe, and Australia.
- Responsible for the management of 5 fulltime staff to include travel and event budgets for official and political events.
- Organized the Transition Advance Office and coordinated Vice President Cheney's participation in the 2001 and 2004 Presidential Inaugurations.

#### **BUSH CHENEY 2000**

06/00 - 01/01 *Lead Advance Representative*

- Responsible for the logistics, site selection, color and crowd building for Governor Bush and Secretary Cheney campaign events.
- Supervised a four person advance team and managed event budgets.

#### **EXPOSITION PARK**

01/99 - 03/00 *Deputy Park Manager* Los Angeles, CA

- Drafted legislation that created the Office of Park Manager to oversee maintenance, parking and security for the state owned 160-acre Park.
- Represented the Park Manager at public hearings and brought policy issues before the Board for consideration.
- Controlled expenditures from the \$800,000 Exposition Park Improvement Fund.

#### **DAN LUNGREN FOR GOVERNOR**

06/98 - 11/98 *Advance, Southern California* California

#### **OFFICE OF GOVERNOR PETE WILSON (CA)**

06/96 - 06/98 *Deputy Director, Los Angeles Field Office* Los Angeles, CA

#### **NATIONAL POLICY FORUM**

04/95 - 05/96 *Comptroller/Office Manager* Washington, DC

#### **OFFICE OF CONGRESSMAN RON PACKARD (CA)**

08/94 - 04/95 *Staff Assistant* Washington, DC

#### **UNITED STATES MARINE CORPS**

04/86 - 04/92 *Sergeant*

- Marine Barracks 8<sup>th</sup> and I and Fox Co, 2/7.
- Honorable Discharge.
- USMC Reserves – 90/92.

#### **EDUCATION**

University of Arizona, Tucson, AZ

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Phone: (b) (6)

Email: (b) (6)

# Kyle R. Yunaska, MBA

## SUMMARY

Mid-career professional with business/STEM educational blend and a diverse background—accounting; management; operations; customer service; sales; marketing—seeking opportunity to leverage knowledge, skills, and abilities within The Trump Administration.

## EXPERIENCE

### **Decision Support Analyst**, Georgetown University – Washington, DC (2014 – Present)

- o Researches diverse tax topics, managing all general inquiry correspondence related to Tax Department business
- o Prepares, reviews, and reconciles various tax documentation across departments/schools for timely delivery to vendors and IRS
- o Manages supplier registration, confirming visual compliance and W-8/W-9 IRS matching requirements for all University records
- o Tasked with creating, documenting, and refining systems design for current and future department processes
- o Developed an original data collection and document organization system, resulting in dramatically increased efficiency and simplification
- o Assisted to reduce University tax fines and liability through detailed project planning and other proactive measures prior to tax season

### Finance and Accounting Positions, Association of Schools and Programs of Public Health – Washington, DC (2012 – 2014)

#### **Accounting Manager** (2013 – 2014)

- o Prepared financial reports following period close; reconciled bank accounts; posted to general ledger
- o Analyzed large amounts of data and managed the development of various published data reports
- o Reduced error through emphasis on continuous development of internal controls
- o Oversaw financials during company reorganization, where membership grew by over 80%
- o Recruited the Financial Coordinator and trained for all job duties after accepting a promotion from the position
- o Improved the efficiency of accounts payable processes by 25% through streamlining and better internal communication

#### **Financial Coordinator** (2012 – 2013)

- o Improved efficiency of reimbursement process by redesigning forms, lowering rejection rates by 36% over a 7-month period
- o Managed development of reimbursement handbook and presented results for fellowship training session at CDC headquarters
- o Identified funding opportunities for weekly publication in the ASPH *Friday Letter*
- o Acted as government liaison for sub-awards; drafted grant proposals on behalf of member schools and various fellowship programs
- o Managed development of the *ASPH Databook*—a publication which highlights the aggregate trend data of member schools

#### **Market Research Associate**, Vail Resorts Inc. – Avon, CO (2010 – 2011)

- o Represented Vail Resorts while interacting with and interviewing an average of 125 guests per week
- o Recognized for exceptional data collection methods—the result of consistently generating an unbiased, random data sample
- o Awarded employee of the month for Eagle County (December 2010) for outstanding conflict resolution skills
- o Worked collaboratively with internal colleagues on specific resort duties to promote camaraderie and a team-oriented atmosphere

#### **Personal Sabbatical** (2009 – 2010)

A period following graduate school and The Great Recession filled with rewarding domestic and international travel, as well as a variety of temporary and part-time sales, general construction, freelance writing, and entrepreneurial ventures.

- o Authored an article chronicling first-hand 12,000-mile solo tour of the United States for *RoadBike* Magazine (readership: 55,000)
- o Realized strong profits in the North Carolina tree service industry during hurricane season by entering market as independent contractor
- o Backpacked through 13 countries in Eastern and Western Europe for diverse cultural experiences and adventure
- o General Laborer involved in all areas of construction, hired to meet municipal water treatment plant retrofit deadline in San Diego
- o Gained additional sales experience in Atlanta, GA in previously unexplored industries—automotive and consumer electronics

#### **Manager**, Steve Eldredge Sanitation LLC – Greenville, NC (2007 – 2008)

- o Reduced company overhead costs by more than 15% by thinking creatively to eliminate unnecessary expenses
- o Developed multi-regression model using SPSS to predict and plan business schedule with an accuracy level around 80%
- o Managed and analyzed financial data for planning and strategic management purposes
- o Recognized opportunities and adapted strategy to enter new markets and diversify income through economies of scope

## EDUCATION

### **Master of Business Administration and Finance Certificate** – East Carolina University (*Magna Cum Laude*) – 2009

### **Bachelor of Science, Management and Physics** – East Carolina University (*Cum Laude*) – 2007

- o Division I, *Conference USA* Athlete, Scholarship Recipient, and four-year letter winner (Track & Field; Cross Country)
- o Team Captain, Track & Field Team (2005 – 2006)



# Kyle R. Yunaska, MBA

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Phone: (b) (6)  
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Email:

## SUMMARY

Mid-career professional with experience on the Presidential Transition Team, implementation of energy policy, and strategic action plans at the Department of Energy. Physics, engineering, and mathematics education with additional experience in management, accounting, financial affairs, marketing, customer service, and sales. Seeks opportunity to contribute knowledge, skills, and abilities within the Trump Administration at the Department of Energy.

## EXPERIENCE

### **Special Assistant to the Secretary**, Department of Energy, Beachhead Team – Washington, DC (2017-present)

- Ensuring successful transition of the Office of Energy Policy and Systems Analysis (EPSA) and Office of Energy Efficiency and Renewable Energy (EERE)
- Provides oversight of agency activities and policy implementation to align with Secretary Perry's priorities and policy agenda by participating in meetings and integrating into daily operations of programs
- Develops daily briefing of EPSA office activities and operations for senior level staff
- Assists the Office of Public Affairs to identify and triage potential issues counter to the vision of the Administration; when necessary, escalates and briefs senior level staff
- Established infrastructure and framework to ensure the smooth and safe transition of power and knowledge to the department, prior to the arrival of Secretary Perry
- Assists with fact-finding and coordination of information for White House inquiries

### **Policy Analyst**, Donald J. Trump Presidential Transition Team – Washington, DC (2016 – 2017)

- Contributed to the strategic vision and development of the Executive Branch's energy and environmental policy, resulting in the smooth and successful transition of the Donald J. Trump presidency
- Contributed to develop and refine 100 day action plan, translating campaign policy vision into an organized, chronological implementation schedule
- Conducted analysis of existing regulations and policies from previous administrations to identify impacts and challenges likely to be faced by transition team in the implementation of Trump Administration energy priorities, resulting in improved situational awareness for transition team
- Analyzed energy/environment policy nexus to identify problematic areas where cross-departmental cooperation would be required, resulting in improved beachhead team policy coordination
- Coordinated with teammates in dynamic, fast-paced environment to meet tight timeframes and deadlines
- Supported the development of written and oral testimony used in the successful Senate confirmation hearing for the 14th United States Secretary of Energy, Rick Perry
- Conducted research on Congressional members and anticipated potential energy related questions from Senate committee, which was successfully utilized as a key aspect in the confirmation preparation process
- Maintained records and provided feedback to the transition team for mock confirmation hearings
- Provided responses to members of the committee's questions for the record post-hearing

### **Decision Support Analyst**, Georgetown University – Washington, DC (2014 – 2017)

- Researched diverse tax topics and managed all general inquiry correspondence related to Tax Department business
- Prepared, reviewed, and reconciled tax documentation across departments/schools for timely delivery to vendors and IRS
- Managed supplier registration and confirmed visual compliance and W-8/W-9 IRS matching requirements for all University records
- Created, documented, and refined systems design for current and future department processes
- Developed an original data collection and document organization system, resulting in dramatically increased efficiency and simplification

- Assisted to reduce University tax fines and liability through detailed project planning and other proactive measures prior to tax season

## **Finance and Accounting Positions, Association of Schools and Programs of Public Health – Washington, DC (2012 – 2014)**

### **Accounting Manager (2013 – 2014)**

- Prepared financial reports following period close; reconciled bank accounts; posted to general ledger
- Analyzed large amounts of data and managed the development of various published data reports
- Reduced error through emphasis on continuous development of internal controls
- Oversaw financials during company reorganization, where membership grew by over 80%
- Recruited the Financial Coordinator and trained for all job duties after accepting a promotion from the position
- Improved the efficiency of accounts payable processes by 25% through streamlining and better internal communication

### **Financial Coordinator (2012 – 2013)**

- Improved efficiency of reimbursement process by redesigning forms, lowering rejection rates by 36% over a 7-month period
- Managed development of reimbursement handbook and presented results for fellowship training session at CDC headquarters
- Identified funding opportunities for weekly publication in the *ASPH Friday Letter*
- Acted as government liaison for sub-awards; drafted grant proposals on behalf of member schools and various fellowship programs
- Managed development of the *ASPH Databook*—a publication which highlights the aggregate trend data of member schools

## **Market Research Associate, Vail Resorts Inc. – Avon, CO (2010 – 2011)**

- Represented Vail Resorts while interacting with and interviewing an average of 125 guests per week
- Recognized for exceptional data collection methods—the result of consistently generating an unbiased, random data sample
- Awarded employee of the month for Eagle County (December 2010) for outstanding conflict resolution skills
- Worked collaboratively with internal colleagues on specific resort duties to promote camaraderie and a team-oriented atmosphere

## **Assorted Activities (2009 – 2010)**

A period following graduate school and The Great Recession filled with rewarding domestic and international experiences and a variety of temporary and part-time sales, general construction, freelance writing, and entrepreneurial ventures.

- Authored an article chronicling first-hand 12,000-mile solo tour of the United States for *RoadBike Magazine* (readership: 55,000)
- Realized strong profits in the North Carolina tree service industry during hurricane season by entering market as independent contractor
- Backpacking through 13 countries in Eastern and Western Europe for diverse cultural experiences and adventure
- General Laborer involved in all areas of construction, hired to meet municipal water treatment plant retrofit deadline in San Diego
- Gained additional sales experience in Atlanta, GA in previously unexplored industries—automotive and consumer electronics

## **Manager, Steve Eldredge Sanitation LLC – Greenville, NC (2007 – 2008)**

- Reduced company overhead costs by more than 15% by thinking creatively to eliminate unnecessary expenses
- Developed multi-regression model using SPSS to predict and plan business schedule with an accuracy level around 80%

- Managed and analyzed financial data for planning and strategic management purposes
- Recognized opportunities and adapted strategy to enter new markets and diversify income through economies of scope

## EDUCATION

**Master of Business Administration** – East Carolina University (*Magna Cum Laude*) – 2009

- **Finance Certificate** – East Carolina University (*Magna Cum Laude*) – 2009

**Bachelor of Science, Double Major in Business Management and Physics** – East Carolina University (*Cum Laude*) – 2007

- Division I, *Conference USA* Athlete, Scholarship Recipient, and four-year letter winner (Track & Field; Cross Country)
- Team Captain, Track & Field Team (2005 – 2006)

**Bachelor Level Mathematics Course** (non-degree) – Georgetown University

**Master Level Electrical Engineering Courses** (non-degree) – North Carolina State University