

# JESSICA CLAIRE

 resumesample@example.com  
 (555) 432-1000  
 100 Montgomery St. 10th Floor

## SKILLS

- Intergovernmental Affairs with Federal, state, local and tribal government
- Business and economic development
- Policy creation on federal and state levels
- Outreach and communication programs
- Government contracting
- Fundraising
- Marketing and public relations
- Public Speaking
- Communications and media relations
- Project analysis
- Client and community rapport
- Issue resolution
- Fundraising plans
- GOTV strategy
- Campaign management
- Customer relationship management
- Strategic Planning
- Staff management
- Project management
- Project Implementation

## EDUCATION AND TRAINING

School of The Art Institute of Chicago  
Chicago, IL

*Bachelor of Arts:* Fine Arts

University of Minnesota  
Minneapolis, MN

*Associate of Arts:* Journalism

## SUMMARY

Jessica Claire is a highly experienced, nationally known leader of Intergovernmental Affairs, Business Development and Political Organizing for American Indian Tribes and Communities of Color. Ms. Claire has a proven history of results driven, innovative accomplishments in equity, diversity and inclusion advocacy.

A dedicated leader, Gwen has a nuanced, intuitive understanding of her communities expectations that drives success. A prescient organizer, she has crafted effective leadership strategies to motivate both voters and business growth.

## EXPERIENCE

### Crankfrog - Consultant

Washington, DC • 07/2019 - Current

- Oversaw project schedules and evaluated progress toward important milestones at every phase of project.
- Studied economic development needs to develop and implement enhancement recommendations and facilitate client goals.
- Reviewed diverse organizational problems to assess concerns with areas such as workflows, communication and cost controls.
- Coordinated with project managers across multiple initiatives to align development timelines, plan testing and work with client representatives.
- Listened to clients' needs and assisted with identifying and securing appropriate services.
- Supervised onsite consultant teams and liaised between team and business executives.
- Implemented needs assessment mechanisms to identify demand for products and services.
- Established quality standards and performed work according to project schedules.
- Assembled action item roadmaps to detail initiatives and provide insight into reporting for budgeting and planning specifics.
- Cultivated best practices based on business development experience according to up-to-date industry and regulatory expectations.
- Collaborated with client to establish and enhance procedures for increasing efficiency and labor investment.

### Universal Health Services - CEO

Jacksonville, FL • 07/2010 - 02/2015

- Strategized approaches to meet objectives and capitalize on emerging opportunities.
- Raised 1M in cash and 200K in in-kind for program
- Facilitated and managed business plan development based on market and industry research.
- Hired talented, trainable team members and drove new business strategies to grow client revenues over \$ 300M
- Delivered informative presentations to industry professionals, providing valuable information on topics relevant to daily operations and company products and service
- Optimized goal setting by developing pipeline of over 300 minority businesses using multiple research, and training strategies.
- Identified institutions and market sectors with potential for expansion of operations, networking with key partner Tribes and individuals to build awareness of minority businesses within industry demographics.
- Cultivated and maintained industry relationships and customer partnerships to capitalize on opportunities and maximize business success.

### University Of Tennessee Medical Center - Director

Knoxville, TN • 04/2007 - 08/2010

- US 41 Corridor Expansion Project: a 2 billion dollar transportation project and the largest in the history of the NE region of Wisconsin
- Built and maintained professional relationships with transportation professionals, community organizations and marketing partners.
- Authored the US 41 Intergovernmental Agreement with the Oneida Nation of Wisconsin to provide opportunities for tribal members in the project
- Convened the Governors US 41 Oversight Committee, member of business development goal setting team
- Supervised outreach teams, marketing materials, outreach
- Member of the DBE contract unbundling, technical analysis, bulls-eye marketing team to create opportunities for American Indians, women and other minority DBE firms.
- Created Native design concept for the award winning Lake Butte de Morts Causeway, the largest Native designed, engineered and built project in the US
- [Https://www.co.winnebago.wi.us/parks/recreational-trails/tribal-heritage-crossing-wiouwash-state-recreational-trail](https://www.co.winnebago.wi.us/parks/recreational-trails/tribal-heritage-crossing-wiouwash-state-recreational-trail)
- Collaborated with community-based organizations and key stakeholders to address community initiatives.
- Managed multiple project goals by driving positive interactions while promoting new project designs .
- Implemented community outreach and engagement plans to reach vulnerable communities.
- Oversaw recruiting, onboarding and training of consultants
- Created and delivered presentations to inform key individuals of project timelines

## ACTIVITIES AND HONORS

### Mortsunbundling/Mortsunbundling

- State of Wisconsin, Virginia Hart award for excellence in public service
- Wisconsin Indian Chamber of Commerce First Business Advocate Award
- Member, Interlochen Arts Academy Alumni Association
- Member, Women's Media Center

### SheSourcember, SheSource

- Member, Jessica Claire is an enrolled member of the Cayuga Nation of New York, Heron Clan

## ACCOMPLISHMENTS

- 2020 Biden Presidential Campaign:
- Organized Native GOTV in 5 states, Fundraising for 5 states with Tribes and Native organizations and communities
- Turned out record breaking Native vote for Biden campaign
- 2019 Director Colorado Indian Affairs Commission
- First Tribal Liaison, Wisconsin, Department of Transportation
- Created the first Office of Indian Affairs at the Wisconsin Department of Transportation.
- Authored the WISDOT Tribal Partnership Agreement
- Created the WISDOT Tribal Task Force and Tribal Historic Preservation Project
- Deputy Commissioner of Indian Affairs, Oklahoma Indian Affairs Commission.
- Tribal Liaison, Intergovernmental Affairs, The White House, Washington D.C.
- Native American Political Director, Democratic National Committee, Washington D.C.
- Wrote the first DNC Sovereignty Recognition Resolution in 1997.
- Created the DNC Native Caucus