

JENNA SAPONARO

Objective: *To leverage the valuable experience and enhanced skill sets gained as the lead administrator of a key State of Ohio public office into a private sector role with a growing organization.*

Transferable Skills and Behaviors

Effective Leader: responsible for managing, training, directing, and counseling full time staff and interns

Experienced Communicator: public speaker, excellent writing skills, and concrete understanding of strategic messaging

Problem Solver: team approach using collaboration to bring individuals together and make better decisions

Change Agent: known for innovative practices and ideas that break the status quo to achieve shared objectives

Respected Manager: lead by example and effective delegator

Experience

Special Assistant to Ohio Senate Minority Leader: December 2013-Present

Key administrator to the office of the Senator, manage staff of three, work as a liaison between the Leader, State agencies, and interested parties. Trusted advisor on state policy issues and legislation.

- Moved from Legislative Aide to Senior Legislative Aide to Special Assistant to the Minority Leader within an 18 month period.
- Trained three other staff members and tasked with leading a seminar on "Best Practices".
- Charged with management of the Leader's office and special event planning for the Caucus.
- Spearheading new legislative endeavors to expand the Senator's reach and impact to a diverse constituency.
- Legislative work including the research and drafting of state policy initiatives.
- Communications work involving interview preparation, press release composition, and a monthly print and e-Newsletter distributed throughout the district.
- Representative for the Senator in stakeholder meetings with advocacy organizations, state agency liaisons, lobbyists, and constituents.
- Chosen to serve as the Fellowship Advisor as an Alumni of the program. Interviewing perspective applicants and acting as a mentor to current Fellows.
- Attended the 2014 National Conference of State Legislatures Annual Summit.

2013 Fellow for the Ohio Legislative Service Commission: December 2012-December 2013

Chosen to participate in a highly competitive paid full-time fellowship program serving members of the Ohio Senate Democratic Caucus.

- Designated as the assistant to the Finance Director during the passage of biennium budget-staffed Controlling Board and the Senate Finance Subcommittee on Medicaid, led the budget amendment request and organization process to meet submission deadlines, participated in weekly conference call with the Senators on Leadership, attended caucus meetings, and generated new legislation ideas.
- Assigned Fellow in the office of State Senator Nina Turner-conducted research and writing assignments on various policy issues, resolution drafts and requests, constituent correspondence, and participation in stakeholder meetings.

Community Commitment

The Emma Project: The Ohio Senate

A voluntary community involvement and service initiative created and executed by Senate staff. Monthly projects have included handing out fresh produce at a local food bank and working at an Ohio State University sports camp for children.

Education

Graduate of the College of Arts & Science: Miami University, Oxford, OH-August 2012

Bachelor of Arts, Double Major in Women, Gender, and Sexuality Studies & Comparative Religion

Oxford Scholarship Recipient
