
FREELANCE

Washington, DC

Writer / Content Manager

Feb 2012 to Present

- Developed communication strategies for Emanuel Pleitez's campaign in the 2013 LA mayoral election.
- Developed website, business plan, and content rollout for a startup enterprise, 4thEstate.net, that tracks and publishes quantitative metrics of news media bias based on Global News Intelligence statistics.
- Modernized and reorganized document archives and implemented a content management system for the Ballot Initiative Strategy Center.
- Wrote letters and public relations materials on policy topics for clients of Davies Public Affairs.
- Wrote web content and marketing materials for psychology graduate programs at Palo Alto University.

UNITED STATES DEPARTMENT OF THE TREASURY

Washington, DC

Financial Stability Oversight Council (FSOC)

Jun 2011 to Feb 2012

Special Assistant for FSOC Policy

- Developed operations processes to stand up the Financial Stability Oversight Council (FSOC), a new agency created by the Dodd-Frank Wall Street Reform & Consumer Protection Act.
- Contributed to proposed rulemakings to designate firms that, by virtue of their size or activities, could threaten the stability of the global financial system.
- Drafted and edited FSOC-related Congressional testimony, talking points, and official correspondence for the Treasury Secretary and other senior FSOC officials.

Office of the Chief of Staff and Executive Secretariat

Jun 2010 to Jun 2011

Special Assistant

- Modernized and automated document management processes for paper flow to/from Secretary Geithner to improve openness, transparency, and efficiency of front-office operations.
- Initiated the delivery of a public mail sample to the Secretary with a process modeled on President Obama's "10-Letters-A-Day" initiative (<http://wh.gov/3IN>).
- Wrote the Treasury Department's Weekly Report to the White House.
- Established and maintained a unified "Q&A Book" to ensure the Secretary, Deputy Secretary, and other senior Treasury officials delivered consistent messages during public appearances.
- Drafted official memoranda, issued by Treasury's Chief of Staff and Executive Secretary, to establish and enforce agency-wide processes.
- Selected, compiled, and delivered Secretary Geithner's daily briefing materials, including information memoranda, working documents, external reports, and correspondence.
- Prepared briefing materials for special engagements, including the Secretary's Congressional testimonies for the FY 2012 Federal budget proposal; his testimonies before the Congressional Oversight Panel for the Troubled Asset Relief Program; and multiple international trips.

THE WHITE HOUSE

Washington, DC

Presidential Writer, Coordinator for Proclamations

Jul 2009 to Jun 2010

- Wrote over 60 Presidential Proclamations for President Obama, including the President's first Thanksgiving Day and Martin Luther King, Jr., Federal Holiday proclamations.
- Initiated new observances, including National Entrepreneurship Week and Cesar Chavez Day.
- Coordinated content and built consensus among advisors in policy-making offices at the White House.
- Managed projects to improve workflow efficiency in the Presidential Gifts and Presidential Greetings departments.

OBAMA-BIDEN TRANSITION PROJECT

Chicago, IL / Washington, DC

Staff, Presidential Transition Team

Nov 2008 to Jan 2009

- Processed CVs, recommendation letters, and other materials from candidates for senior political appointments in the Obama administration.
- Maintained tag structure for the first Transition Team Personnel Department to operate on computers.
- Served as a point of contact for Republican endorsers from the campaign.

Communications Coordinator, Republicans for ObamaJul to Nov 2008

- Developed and delivered a pragmatic message through online and print media to urge moderate Republican voters to support Barack Obama, and to publicize high-profile Republican endorsements.
- Produced targeted messages and donation requests for a 62,000-member e-mail list.
- Wrote op-eds for Republican endorsers including Governor Lincoln Chafee, Congressman Jim Leach, and Ambassador Rita Hauser.
- Wrote copy and for a full-page ad printed nationwide in USA Today, seen by over 3.6 million readers.
- Managed the group's online content and interactive tools, including a highly active blog (over 7,800 posts).

HQ InternJun to Aug 2008

- Wrote correspondence templates for then-Senator Obama to respond to inquiries from voters.
- Utilized CRM software to monitor, index, and combat vicious chain emails as the lead analyst and response writer for the campaign's "Fight the Smears" project.
- Established Operations-Communications Analytics Workgroup; developed metrics to track voter email volume by issue and pre-sort incoming email to ensure higher response rates.

UNITED STATES SENATOR JOHN KERRY /

SENATE COMMITTEE ON SMALL BUSINESS AND ENTREPRENEURSHIP

Boston, MA / Washington, DC

Speechwriting Intern / Committee Intern

Sep 2006 to Aug 2007

- Wrote op-eds, talking points, speech segments, press releases, and letters for Senator Kerry.
- Drafted bill amendment and organized meetings to support Senator Kerry's effort to reauthorize the Small Business Innovation Research (SBIR) program.
- Managed constituent casework related to healthcare, energy, and environmental policy.

EDUCATION

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

Cambridge, MA

Bachelor of Science, Economics (Course XIV)

Sep 2005 to Jun 2009

Cambridge-MIT Exchange, 2007-2008

RESEARCH

Analyzed American foreign policy rhetoric for a research project under Professor Noam Chomsky.

SERVICE

Managed *Delve*, an education outreach program that provided free full-year AP classes for HS students.

COURSEWORK

Advanced Econometrics, Advanced Microeconomics and Macroeconomics, Industrial Organization, Public Finance, Development Economics, Calculus-based Statistics and Probability, Multivariable Vector Calculus, Differential Equations

AWARDS

- Burchard Scholar, 2007 (MIT School of Humanities, Arts, and Social Sciences)
- Dana Mead Award, 2007 (MIT Washington DC Internship Program)

SOFTWARE SKILLS:

HTML, CSS; Adobe CS6 (Ps, Ai, Lr, Id); MS Sharepoint (Architect / Admin), MS Visio, MS Access, MS PowerPoint, MS Office; Windows CMD; STATA; LexisNexis; RightNow CRM; WordPress CMS
