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Justin M. Long

Summary

Versatile professional well-versed in government relations, strategy, planning and crisis management through eight years of experience in a demanding environment. Detail oriented with strong verbal, written and project management skills. Accustomed to collaborating with senior officials and numerous partners to promote goals and objectives of complex institutions and public policy. Significant proficiency in researching, refining and presenting large amounts of complex or technical information.

Strengths

Professional • Strong work ethic • Self-motivated • Team player • Goal-oriented • Meets deadlines • Excellent interpersonal skills • Multitasking • Time management • Confidentiality • Research • Understand processes • Attention to detail

Education

8/00 – 5/04	Miami University	Oxford, OH
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- The School of Education and Allied Professions
- Bachelor of Science in Health and Sports Studies
- Major in Exercise Science
- Minor in Management Information Systems from the Richard T. Farmer School of Business Administration

Certifications and Skills

- Currently using and enhancing my knowledge with Adobe programs such as InDesign and Illustrator, Website design, SAP, Microsoft Access, Word, PowerPoint, and Excel
- Independently studying Project Management
- Steven R. Covey Leadership Program
- Continuing education courses from the Ohio State University School of Public Affairs, including Key Fundamentals of Management, Strategic Planning, Creating a Strategic Direction, and Managerial Writing
- Various internal training courses including Speech Design and Delivery, Train the Trainer, and Time Management/Goal Planning

Work Experience

9/14 – Present	Ohio Judicial Conference	Columbus, OH
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Legislative Services Specialist

Assist the Ohio Judicial Conference advocate on behalf of Ohio's judges and courts, as well as provide information and services to them. Responsibilities include tracking legislation that would impact the judicial system, maintain a legislative database and the Judicial Conference's website, prepare and provide support for all communication, provide support for all committees and meetings, manage several large events each year from start to finish, and help coordinate a number of programs the Judicial Conference provides.

7/13 - 9/14	Vogt Santer Insights	Columbus, OH
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Field Analyst

Traveled to potential rental property sites around the country to do the market feasibility research for the area. This included researching comparable properties and the economic health in the area, among other things, to determine the need for additional rental properties. I was responsible for generating reports for clients based on my findings.

6/12 - 7/13	Auto Loft, LLC	Columbus, OH
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Vice President

Helped to launch and run this start up business, which restores and sells classic automobiles. Responsibilities included running the daily operations and helping to locate new investment opportunities.

7/11 - 6/12	The Savings Bank	Circleville, OH
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Loan Officer

Originated and administered a variety of loans and mortgages to bank customers. Responsibilities included determining the creditworthiness of customers for the purposes of borrowing money, determining the profitability of the loan, and assisting current loan customers in loan modifications.

9/07 - 1/11	State of Ohio	Columbus, OH
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Legislative Liaison

Tracked legislation and submitted synopses of bills that impacted the operation, budget, revenue, or rules of the eight different divisions of the Department of Public Safety (DPS). Developed relationships with legislators and stakeholders and their staffs in order to promote and advance the agenda of DPS. Lead and monitored projects for each section of DPS, and acted as a liaison between different sections of DPS, as well as between different departments, states, and legislators.