

Professional experience

- Senior Advisor, **Biden for President** **April 2020-November 2020**
- April-July: Consulted with states team leadership on hiring senior staffers in all 17 battleground states
 - Drove state planning and strategy and advised states leadership on rethinking campaigning during a pandemic
 - August-November: Deployed to Virginia as senior advisor with purview over voter protection and GOTV teams
 - Spearheaded internal preparations in Virginia for combatting voter intimidation; led on construction of narrative around what (and when) to expect regarding results reporting on Election Night; briefed senators and members of Congress in Virginia on these expectations
- Senior Advisor, **Bloomberg 2020** **November 2019-March 2020**
- Sourced candidates from primary campaigns that had ended for state positions across the country as advisor to states team
 - Hired state director and other leadership in Virginia, a key primary state
 - Partnered with state leadership to hire a large field organization quickly; to drive message and planning for principal trips to the Commonwealth
- Deputy Campaign Manager, **Beto for America** **June 2019-November 2019**
- Led voter contact operation across organizing, delegates, political, outreach, and states teams, with footprint across all fifty states; managed directors of each of those teams
 - Managed all state directors in early states and Texas, partnering on trip planning, messaging, organizing, and personnel issues
 - Across headquarters team and state teams, managed 9 directors
 - Planned and led on execution of gun violence prevention advocacy work within campaign after the August 3rd shooting in El Paso, resulting in earned media and events across five states
- Senior Program Officer, **Bill and Melinda Gates Foundation** **May 2015-June 2019**
- Funded and advised state and national advocacy organizations in service of the foundation's mission to systemically improve education in the United States, from early childhood through higher education
 - Managed grants totaling \$20M annually, partnering on budget preparations, outputs and outcomes to drive toward foundation goals
 - Managed ~20 grantees over 4 years
 - Led development of data policy for the education team in consultation with external data experts, internal colleagues, and personal staff to Bill Gates ensure foundation-wide consistency
 - Consulted internally on projects within U.S. education work when those projects involved politics or required a campaign approach
 - Managed reputational risk for the foundation by avoiding or mitigating communications crises around our goals
 - Partnered with postsecondary and economic mobility strategy teams in building advocacy capacity
 - Advanced advocacy team's ability to show impact by constantly testing and refining our approach toward metrics for success in our grant making
- Senior Advisor to the Under Secretary for International Trade Administration, **U.S. Department of Commerce** **August 2014-April 2015**
- Planned and executed strategy for raising the profile of incoming under secretary in trade circles in DC, including with the media, on Capitol Hill, and with influential trade policy experts
 - Oversaw engagement on policy, travel, and local events with Western Hemisphere equities for the under secretary
 - Led coordination with Office of the Secretary to reimagine international trip process to ensure both high quality work product and recognition of talented staff within bureau
- Special Assistant to the President, Director of Public Engagement for Then-Vice President Biden, **The White House** **June 2013-August 2014**
- Planned and organized all strategic outreach for constituency groups and state elected officials, including convening meetings and events for the vice president on issues ranging from gun violence to immigration reform to middle class security

- Traveled domestically with then-Vice President Biden to work with constituency leaders and elected officials
- Managed public engagement team and internal collaboration among advance, communications, and policy teams on White House events and travel
- Managed team of 5 people across public engagement, intergovernmental affairs, and correspondence
- Coordinated with federal and state agencies on an ad hoc basis, for example on active shooter response and unintended effects of the Affordable Care Act; and to address issues such as sex trafficking, employee misclassification, and emergency response

Virginia State Director, **Obama for America**

October 2011-November 2012

- Ran program in top battleground state with 350 paid staff, over 20,000 volunteers, and \$12 million budget; final win margin outperformed President Obama's national margin by more than 2 points
- Hired and managed ten senior staff and oversaw all facets of campaign in state, including field, data, political outreach, communications, social media, voter protection, trips, and operations.
- Drove plan writing process for each phase of campaign that ensured strong department integration and efficiency across all programs: capacity building, voter registration, persuasion, and GOTV
- Provided guidance to consultants and campaign headquarters on content and placement of TV and radio advertising and direct mail by market
- Worked closely with Kaine for Senate campaign staff to coordinate on mail and in field, finally folding in their field staff for GOTV

Deputy Director for Fox Campaign, **Media Matters for America**

February-August 2011

- Joined exploratory team to develop advocacy programs intended to exploit Media Matters' prolific research for both the organization itself as well as partner organizations
- Managed online advocacy campaigns aimed at affecting News Corp's bottom line; ongoing work with British allies resulted in News Corp dropping bid to overtake BSkyB, the UK's largest satellite broadcaster

Chief of Staff, **Office of Congressman Tom Perriello, VA-05**

January 2009-January 2011

- Developed strategic plan to inform legislative and communications decisions according to principle rather than politics
- Opened office and hired staff in Washington, DC, and congressional district for freshman congressman
- Oversaw annual budget of \$1.4 million
- Worked with Congressman Perriello to set legislative priorities with a focus on job creation, veterans' issues, and education
- Coordinated in-district staff and state-level stakeholders to help best position VA-05 for success in competitive grants process under the Recovery Act
- Managed franking budget and directed strategy for franked communications

Campaign Manager, **Perriello for Congress 2010**

June-November 2010

- Managed day-to-day operations and broader strategy of congressional race, setting and overseeing \$4 million budget
- Oversaw development of online, grassroots, statewide, and national fundraising base
- Managed the candidate's schedule, making overall strategic decisions about how much time to dedicate to fundraising, media, and direct voter contact
- Worked with candidate to ensure that all communications reflect the campaign's vision
- Oversaw team of 30 staff across fourteen offices, setting and monitoring field, fundraising, and communications goals

Campaign Manager/Finance Director, **Perriello for Congress 2008**

January-December 2008

- In addition to the above, planned and executed fundraising for each financial quarter, managing finance team in donor research, call time, event planning, and goal setting

Software Producer, **Scholastic Inc.**

June 2005-January 2008

- Completed production, including functional specifications, for June 2006 release of ReadAbout, a reading comprehension software for public schools

Latin Teacher, **The Brearley School, The Mountain School of Milton Academy**

April 2002-June 2004

- Taught an AP literature course (Catullus and Cicero) and middle school grammar
- Taught advanced grammar and translation of the *Aeneid*, among other works

Education

Columbia

- Award: Merit fellowship

M.F.A. courses in Writing, [REDACTED]

Yale University

- Academy of American Poets Prize; Alan Stanburrough Cook Prize for Poetry; Frederick M. Clapp Fellowship for the writing of English poetry
- Ralph Paine Memorial Prize for best senior thesis in the English major

B.A. in English, [REDACTED]

Languages

- Fluent French (French/American citizenship); Latin