
EDUCATION

- Master of Science in Management** (GPA 3.9) Graduated: May 2017
University of Wisconsin-Green Bay – Green Bay, Wisconsin
- Bachelor of Science** (GPA 4.0) Graduated: December 2014
Western Illinois University – Macomb, Illinois
Double Major in Political Science and Journalism with an emphasis in Public Relations
- Professional Development Training in Public Affairs** Passed: June 2018
University of Wisconsin-Madison, Wisconsin State Legislature – Madison, Wisconsin
Robert M. La Follette School of Public Affairs

PROFESSIONAL EXPERIENCE

- Office Administrator for State Assembly Speaker Robin Vos** - Madison, WI Sept. 2019-Present
- Oversee all front office activities and manage the legislative assistant and all office interns
 - Schedule meetings for Speaker Vos in Madison, in district and around the country because of his role as NCSL President, as well as assist the communications department in the scheduling and logistics of press events
 - Establish and sustain effective relationships with federal and state legislative offices, foreign diplomats, dignitaries and national organizations (NCSL, CSG, SLLF) to best serve Rep. Vos in his role as Speaker
 - Act as a resource to other members of the Assembly for scheduling updates, Assembly policies, State of the State and State of the Tribes matters, Assembly-wide travel and media approvals and general legislative issues
 - Manage the office account, which includes per diem and office expenses, mailings, supply requests, travel reimbursements, blue book distribution, budget surveys and dignitary/prayer gifts
- Legislative Assistant for State Assembly Speaker Robin Vos** - Madison, WI March 2019-Sept. 2019
- Addressed constituent inquiries and directed office outreach to the district in a timely, respectful manner
 - Worked with the communications department on messaging based on constituent feedback
 - Updated the office database to log and monitor constituent contacts efficiently
- Legislative Assistant for State Rep. Paul Tittl** - Madison, WI Aug. 2017-Aug. 2018, Nov. 2018-March 2019
- Maintained the representative's social media presence to connect with constituents (Twitter and Facebook)
 - Responded to constituent inquiries and scheduling requests in a timely, respectful and informative manner
 - Handled the representative's communications, including website management, press releases, and e-updates
- Campaign Manager for State Rep. John Macco** - Green Bay, WI Aug. 2018-Nov. 2018
- Operated the representative's social media and drove communication efforts (Twitter, Facebook, Instagram, website, press releases, radio)
 - Engaged in face-to-face constituent interactions to share the Representative's platform
 - Collaborated with local, county, state and federal officials and their staff to host local political events
- Intern for U.S. Congressman Steven Palazzo** - Biloxi, MS May 2017-Aug. 2017
- Worked with constituents directly as the front-line contact in the office
 - Trained two other interns on office duties and constituent services, under the direction of the intern coordinator
 - Wrote and distributed correspondence to constituents on behalf of the Congressman
- Intern for U.S. Congressman Mike Gallagher** - Green Bay, WI Feb. 2017-May 2017
- Provided quality constituent services by answering phones, documenting opinions, consulting outside agencies/resources, drafting letters and collaborating with other members in the office
 - Aided the intern coordinator with event planning and mass mailings for in-district events
 - Attended events in the community with staff members on behalf of the Congressman
- UW-Green Bay Career Services Intern** - Green Bay, Wisconsin May-Aug. 2012, May-Aug. 2016
- Mediated between students, Career Services professionals and potential employers
 - Coordinated and sorted through the influx of jobs and employers for the websites Jobs for Wisconsin Grads (www.jobs4wigrads.com) and Phoenix Recruitment Online (www.myinterfase.com/uwgb/employer)
 - Maintained and monitored the Career Services department's social media presence (Twitter and Facebook)

Ashley Luke

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Macomb City Hall Intern - Macomb, Illinois

May-Aug. 2013

- Generated a chart of comparables on public works wages from various cities over 30 years for mediation
- Communicated with prominent city members and councilmen to schedule meetings and chart feedback
- Assisted with daily duties of the mayor, city administrator, city attorney, and building and zoning head

LEADERSHIP EXPERIENCE

Wisconsin Women in Government Gala (WWIG) Registration Coordinator

Fall 2017-Present

- Coordinate with the WWIG Board of Directors, gala committee and local stakeholders to facilitate an effective registration and seating process for the 500+ attendees at the organization's annual gala
- Engage directly with local businesses to secure fundraising and raffle prize donations
- Assist with the planning and logistics of the gala as an active member of the gala committee

Professional Basketball Player (Vimpeli, Finland)

Fall 2016

- Competed internationally, breaking through cultural and lingual barriers to find mutual understanding in sports
- Trained local athletes and school-age children, promoting a healthy lifestyle and athletic excellence
- Gained a deeper appreciation of different cultures and lifestyles through global travels and experiences

UW-Green Bay NCAA Division I Women's Basketball Student-Athlete

June 2011-July 2012, Aug. 2015-May 2016

- Hosted numerous student-athletes and promoted the university
- Upheld the university's standard of excellence on the court and in the classroom
- Assisted the team in achieving the highest GPA in the country for NCAA-Division I women's basketball

Western Illinois University NCAA Division I Women's Basketball Student-Athlete

Aug. 2012-May 2015

- Developed and deepened teamwork and leadership skills
- Assisted the team in achieving the fifth highest GPA in the country for NCAA-Division I women's basketball
- First-ever WIU student-athlete to be named the Capital One Academic All-America of the Year, also selected as Summit League Player of the Year and First Team All-Conference (2014-2015)
- Summit League All-Tournament team, Summit League First Team All-Conference (2013-2014)
- Summit League Second Team All-Conference and All-Newcomer Teams, Summit League New Comer of the Year Recipient (2012-2013)

Founder of WIU Athletic-International Ambassadors

Sept. 2013-Sept. 2014

- Actively sought to raise awareness of the global gender gap, challenges faced by women globally and opportunities offered by sports through a collaboration with other organizations on campus
- Hosted events bringing together international students and WIU student-athletes
- Increased knowledge of and respect for diverse cultures by uniting athletes with international students

President of the Associated Students of Political Science and Pi Sigma Alpha

Sept. 2013-Feb. 2015

- Hosted state-wide organizations for politically-fueled discussions
- Facilitated a mock Illinois Governor's race on campus
- United political science students with the community and local politicians through volunteering and events

Fellowship of Christian Athletes Vice President

Fall 2014-Spring 2015

- Generated meeting ideas, led devotionals and collaborated with the leadership board to run the organization
- Managed the organization's social media accounts (Facebook and PurplePost)

Golden Key International Honour Society Public Relations Director

Fall 2013-Spring 2015

- Assisted the vice president in coordinating all publicity for chapter activities and events
- Set up interviews, placed ads/PSAs and maintained relationships with local newspapers and radio stations

AWARDS & ACCOMPLISHMENTS

- Capital One Academic All-America of the Year (2015)
- Summit League Female Scholar-Athlete of the Year (2015)
- WIU Lincoln Laureate Recipient (2014)
- Fall Departmental Scholar for Political Science and Journalism (2014)
- Summit League Commissioner's List of Academic Excellence (2014)
- WIU's Harry S. Truman Scholarship Nominee (2013-2014)