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An executive director with leadership experience focused on effective and long-term organizational change management in government agencies. Proven skills in utilizing multi-faceted approaches to communication and problem solving that are mission-based, open-minded, and decisive. Also possesses a legal background in environmental, energy, and administrative law at both state and federal levels.

EDUCATION

Baylor Law School — *Waco, TX*
J.D., Administrative Practice Concentration — July 2010
Texas State Bar No. 24074468 — Licensed November 5, 2011

Washington and Lee University — *Lexington, VA*
B.A. Politics — June 2005

EMPLOYMENT

Texas General Land Office — *Austin, TX*
Chief Clerk & Deputy Land Commissioner — April 2015 - Present

- Assist the Land Commissioner in performing all duties required in his official capacity and to conduct agency business in his absence.
- Oversee and grant final approval of all budget and expenditure matters; approve all agency policies and procedures in keeping with the Commissioner's vision and goals; approve all internal audit reports; and execute binding contracts related to General Land Office (GLO) activities.
- Initiated and executed a comprehensive reorganization of all levels and aspects of the GLO to optimize business functions, improve internal and external customer service, and provide greater cost-savings to taxpayers.
- Regularly engage with members of the Texas Legislature, legislative staff, agency officials, industry leaders, stakeholder organizations, and members of the public in order to further the goals and vision of the Commissioner and GLO.

General Counsel — December 2014 – April 2016

- Serve as the chief lawyer to the Commissioner on agency matters regarding law and ethics.
- Provide substantive and procedural legal counsel to the Commissioner related to the School Land Board and Veterans Land Board agendas, litigation involving the agency, and proper adherence to the Texas Open Meetings Act and Public Information Act.
- Lead an office of attorneys and support staff, covering issues related to oil and gas, coastal lands, public lands, financial transactions, and general law (including HR and contracting).

Texas Commission on Environmental Quality — *Austin, TX*
General Counsel — November 2013 - Present

- Served as the chief lawyer to the Commissioners on agency matters regarding law and ethics.
- Provided substantive and procedural legal counsel to the Commissioners related to the TCEQ agenda, litigation involving the agency, and proper adherence to the Texas Open Meetings Act and Public Information Act.
- Lead an office of attorneys and support staff, which also managed the administrative affairs of the Commissioners' offices.
- Oversaw the offices of the Chief Clerk, Public Interest Counsel, and Chief Auditor.

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Special Counsel to Chairman Bryan Shaw February 2011 – October 2013

- Served as the primary advisor to the Chairman.
- Assisted the Chairman with legal issues, policy development, and policy implementation.
- Discussed and coordinated TCEQ environmental and energy issues with EPA, elected officials, agency leadership, industry stakeholders, and environmental groups.

Assistant General Counsel September 2010 – January 2011

- Drafted legal notes and motions on agenda items for the Commissioners' consideration.
- Briefed and assisted the Commissioners on agenda items and other legal issues.

ORGANIZATIONS

- Leukemia & Lymphoma Society (Austin, TX) – 2017 Woman of the Year and Leadership Committee Member
- CASA of Travis County – Guardian ad Litem
- The Federalist Society – Member
- The Environmental and Natural Resources Section of the Texas State Bar – Member
- Washington and Lee University Austin Alumni Chapter – Member and Former President
- Governor's Executive Development Program XXXI – Graduate