Kelly Kundinger

(b) (6)

REPUBLICAN NATIONAL COMMITTEE **Washington, DC**

Regional Political Trainer, June 2017 – Present

- Conduct political trainings pertaining to the Republican Leadership Initiative, GOTV, voter registration, petitioning, etc.
- Work directly with Regional Political Directors, State Directors and Regional Field Directors to execute political trainings within their states and territories
- Plan and facilitate the RNC's Campaign Management College and Campaign Finance College

OFFICE OF PRESIDENTIAL ADVANCE, EXECUTIVE OFFICE OF THE PRESIDENT **Washington, DC**

Trip Coordinator, January 2017 – June 2017

- Composed line by lines for assigned trips
- Planned and executed motorcades, manifests and Presidential movements
- Scheduled travel for employees in the Office of Presidential Advance
- Constructed a budget for each assigned trip
- Served as an Advance Site for local Presidential events

58th PRESIDENTIAL INAUGURAL COMMITTEE **Washington, DC**

Public Events Staff Assistant, December 2016 – January 2017

- Managed the schedule for the Director of Public Events
- Composed expense reports, contract approvals, presentations and briefs for the Director of Public Events
- Assisted with new staff approvals and the integration process for new hires

KELLY AYOTTE FOR NEW HAMPSHIRE **Manchester, NH**

Hillsborough County Field Director, April 2016 – November 2016

- Planned and facilitated parades, meet and greets, rallies and political events
- Prepared oral and written briefs for the candidate
- Recruited volunteers for weekly phone banks, canvassing and events with the candidate
- Spoke on behalf of the candidate at local meetings and functions
- Managed distribution of collateral

MARCO RUBIO FOR PRESIDENT **Washington, DC**

Political Staff Assistant, August 2015 – March 2016

- Managed the schedule of the Deputy Campaign Manager and the Political Director
- Scheduled and coordinated all telephone town halls, conference calls and automated phone messages
- Composed and tracked call sheets for the candidate, the Deputy Campaign Manager and Political Director
- Oversaw the campaign's nationwide Volunteer Connect (phone from home) program
- Organized local volunteer efforts, including phone banks from headquarters and Northern Virginia canvassing
- Assisted with ballot access efforts in Illinois and Virginia
- Served as point of contact on expense reports, new staff approvals, mail and phone approvals

THE ITALIAN STORE **Arlington, VA**

Manager / Event Coordinator, May 2015 – August 2015

Server, December 2011 – January 2015

- Managed all phases of a gourmet food emporium

EDUCATION

Virginia Tech **Blacksburg, VA**

B.A., Public Relations, May 2015