MADELINE G. MORRIS

(b) (6)

PROFESSIONAL EXPERIENCE

Koch Companies Public Sector — Washington, DC
Federal Affairs Specialist — December 2012-Present

- Manage calendars for Vice President and multiple lobbyists, including meetings with Members of Congress and business leaders
- Backup assistant and Washington DC assistant to President of Public Affairs
- Coordinate all travel arrangements and expense reports for Vice President and multiple lobbyists
- Administer process for complying with federal lobbying activity reporting requirements, including drafting and submitting LD2
- Oversee payment request and contracts for outside consultants
- Manage charitable giving for Federal Affairs with budget of over $2 million, working with various charities to maximize value at all charitable events
- Research energy and federal budget issues, and create graphs and presentations for internal and external use
- Monitor Congressional hearings and floor activity, as well as track various legislation

House of Representatives, Congressman Rehberg (MT) — Washington, DC
Scheduler/Executive Assistant — November 2010 – December 2012

- Maintained daily calendar, as well as provided a daily briefing with a detailed agenda of all meetings and events
- Coordinated meetings in DC as well as in the district
- Strategized and formulated logistics for all district work periods; largest involving 30 cities, 100 events, and 4 different states
- Coordinated all travel logistics for the Member including transportation and accommodations
- Acted as primary liaison to Members, Constituents, Committee Staff, the White House, and Government Agencies
- Reviewed, prioritized and responded to Member's mail and invitations, averaging 60+ meeting requests weekly

Rehberg for Senate Campaign — Washington, DC/Missoula, MT
Scheduler/Volunteer — February 2010 – November 2012

- Coordinated all PAC and national fundraising calls and events
- Participated in grassroots efforts of phone banking, door knocking, and canvassing
- Planned and organized statewide bus tours; including 32 rallies with local and statewide candidates
- Scheduled events for Surrogates including: Gov. Christie, Sen. McCain, Sen. Thune, and Sen. Barrasso

House of Representatives, Congressman Rehberg (MT) — Washington, DC
Staff Assistant — November 2009- November 2010

- Managed front office, answered all calls, and greeted meetings for all staff
- Sorted and distributed all constituent correspondence, averaging 1000+ correspondences weekly
- Coordinated and oversaw Congressional Internship Program for Washington, DC Office

United States Senate, Sergeant of Arms — Washington, DC
Doorkeeper — July 2009 – October 2009

- Enforced decorum and procedure of the Senate galleries and locations across the Capitol Complex
- Responded to daily public and business visitor's inquiries concerning Senate protocol and their daily business.
- Interacted with and managed large crowds of visitors to the Senate as well as during Capitol protest and security threats

United States Senate, Republican Cloakroom — Washington, DC
Intern — June 2009-July 2009

- Supervised, managed, and mentored over 20 Pages supporting Republican Cloakroom
- Trained Pages about the Senate Floor practices, procedure, and the responsibility and duty of being a Senate Page

VOLUNTEERISM

Montana State Society — Washington, DC
Board Member — May 2011 – Present

- Organize and coordinate several annual events and monthly meetings for Montanans living in the DC area

USO — Washington, DC
USO Airport Lounge Volunteer — Bi-Weekly, July 2011- August 2016

- Staff Reagan National USO Lounge providing support for military service members and family

EDUCATION

Gonzaga University, Spokane, WA — 2007
Bachelor of Arts, Major: Philosophy