

PROFILE

Legal Representative with experience working with **notable people in high-level, public settings with extreme discretion and loyalty.** Capable of handling **delicate negotiations and communications** between federal, state, and private sector stakeholders and outside constituencies in the areas of **long-term strategic planning, federal/state policy formulation, trade, tax, regulatory hurdles, energy and strategic communications.** Seek to proactively leverage strong leadership, management, and communication skills to effectively contribute to an outcome-driven work environment.

Congressional & Legal Affairs • Strategic Planning/Communications • Policy & Process Development

PROFESSIONAL EXPERIENCE

OFFICE OF U.S. SENATOR JEFF SESSIONS, Washington, D.C., 2012 – present

- **Interim Communications Director**, 2016-present
 - Directed strategic communications at both state and national level.
 - Established and fostered strategic relationships and dialogue with local agencies, officials, and local and national media.
 - Managed a three person press staff.
- **Counsel**, 2012-present
 - Principal policy advisor and senior representative for the Senator on legislative matters within the Trade, Transportation Manufacturing, Budget, Finance-related portfolios.
 - Assist the Legislative Director in Senator Sessions' personal office in engaging and directing a legislative staff of twelve with respect to the drafting of policy proposals, floor speeches, and memoranda, as well as advising the Senator on assigned issues. Guide all staff on legal issues and procedures related to policy formation, legislative drafting, legal research, and Senate procedure.
 - Develop long-range strategic plans and principles to guide policy initiatives from the inception stage through Senate consideration.
 - Meet with outside interest groups, lobbyists, representatives of executive branch agencies, and constituents to generate support and leverage for the Senator's policy goals.
 - Conduct oversight of assigned agencies, including reviewing policy outcomes within the framework of spending targets. Work collaboratively with agency officials to combat waste, fraud, and abuse.
 - Analyze legislation and statutory regulations in preparation for full Budget Committee hearings, executive business meetings, and debates on issues within Committee jurisdiction.

LEGAL INTERN, UNITED STATES ATTORNEY'S OFFICE, Newport News Criminal Division, 2010 - 2011

- Executed legal research and analysis on a variety of legal issues in criminal, contract, civil, and appellate law.
- Drafted memoranda and documents including answers, interrogatories, requests for production of documents, motions, orders and affidavits.
- Shared in background and trial preparation for all white collar investigations and pre-trial hearings.
- Provided legal assistance and support to FBI and IRS agents in the areas of white-collar tax criminal investigations and prosecutions.

LEGISLATIVE ASSISTANT, EXECUTIVE OFFICE OF THE PRESIDENT, Washington, D.C., 2007 - 2009

Legislative Assistant and Office of Management and Budget

- Advised the OMB Director and senior White House staff and acted as a liaison between OMB and Congress regarding trade, tax, energy, environmental, and national security issues.
- Served as chief arbitrator of competing policy differences involving various offices within the White House and all Federal agencies, requiring an expertise in matrix management and a sound understanding of policy objectives in light of differing political concerns in a high stress environment.CO

LEGISLATIVE AIDE, OFFICE OF U.S. SENATOR JEFF SESSIONS, Washington, D.C. 2006-2007

- Managed constituent correspondence, hearings, and special projects as related to the Trade, Budget, and Finance portfolios.

EDUCATION

J.D., WILLIAM & MARY SCHOOL OF LAW, Williamsburg, Virginia 2012

B.A., THE GEORGE WASHINGTON UNIV., Washington, D.C. , 2006

HONORS & AWARDS

ARTICLES EDITOR, *William and Mary Business Law Review*

ASSISTANT ARTICLES EDITOR, *William and Mary Environmental Law and Policy Review*

HONORS AWARD IN LEGAL SKILLS I AND II, *Excellence in writing, analysis, and client relations*
Associate Justice, William & Mary Moot Court Board

BAR ADMISSIONS

Commonwealth of Virginia, 2013. Bar ID #: (b) and Virginia Supreme Court, 2013

PUBLICATION

At the Crossroads of Wildlife's Future and Public Education: Balancing Public Education and Wildlife Protection. 36 WM & MARY ENVTL. L. & POL'Y REV 839 (2012).

MEMBERSHIPS

Virginia Bar Association; American Bar Association