

PROFESSIONAL EXPERIENCE

Wisconsin Department of Safety and Professional Services

2015 - Present

Budget and Policy Analyst - Agency

- Coordinate all procurement / purchasing activities for the Department as the Purchasing Officer
- Develop and monitor the Department's operating and appropriation budgets and provide periodic reports and analysis to management utilizing PeopleSoft ERP (STAR)
- Serve as the Department's Procurement Card Administrator, WISBUY P-Card Marketplace Administrator, Printing Officer, and STAR Finance/Procurement Change Agent
- Advise management on budgets, grants, contracts, and MOUs and develop effective courses of action
- Agency lead on six contracts through RFB, RFP, or RFI valued at over \$9.8 million and managed all contracts for the department valued at about \$18.5 million

Wisconsin Government Accountability Board – Madison, WI

2012 –2015

Elections and Ethics Specialist

- Guided the development of the Agency's first comprehensive legislative agenda, advocating for 72 legislative proposals related to campaign finance, lobbying, ethics for state public officials, and elections
- Monitored and analyze all State and Federal legislation and served as a legislative liaison for the agency
- Modernized the agency's complaint and investigations tracking by creating an online, secure, searchable database from a system that was entirely dependent on paper based systems
- Developed statements of work to modernize the agency's legislative liaison and statements of economic interests reporting systems, leveraging available technology
- Assisted the State Legislature, media, and the public with available agency data and statistical analysis
- Conducted statistical and policy analyses related to lobbying, campaign finance, ethics and elections
- Provided decision-makers with information on alternative courses of action needed to formulate policy
- Collaborated on drafting fiscal estimates and testimony on legislation for committee hearings
- Offered guidance, interpretation, and application of State Statutes and Administrative Rules GAB governs
- Served as an instructor for numerous training events on the State of Wisconsin's code of ethics, lobbying laws, and campaign finance laws, and helped to create online training webinars and materials
- Administered Wisconsin's laws related to lobbying, agency legislative liaisons, campaign finance, and ethics

Elections Data Manager

- Developed BADGER Voters – an online data request service utilizing Microsoft SharePoint and SQL databases, reducing request response times from approximately five business days to 15 minutes, and saving more than \$125,000 annually, and the project was completed ahead of schedule and under budget
- Created and managed the first mandatory statewide election cost data reporting system in the nation
- Collected, synthesized, analyzed, and disseminated election data from 1,924 jurisdictions for legislative requests , programs, projects, federal reporting requirements, and audits
- Program co-lead for the development and implementation of a \$1.9 million federal grant to provide online resources for military and overseas voters, including online ballot delivery
- Collaborated with program and IT staff to develop a statement of work for modernization of one of the agency's data collection systems

EDUCATION

University of Wisconsin – Madison

Master's in Public Affairs

2008 - 2010

- Public Management, Policy Analysis, and National Security Policy emphasis
- Capstone: *Assessing Investment Advice Provided to Participants in Defined Contribution Plans* (Bell, Denney, Quinn, Shields, Weisman) <http://www.lafollette.wisc.edu/images/publications/workshops/2010-retirement.pdf>.

University of Wisconsin – Whitewater

Bachelor of Arts – Political Science

2002 – 2008

- 2004 – 2005 Midwest Campus Compact Student Civic Leadership Fellow
- 2002 – 2003 Student Government Legislative Affairs Director

MILITARY EXPERIENCE

402nd Sapper Company, 389th Engineer Battalion, US Army Reserve

January 2014 - Present

Captain (O-3E) – Company Commander

- Command a company of approximately 130 Soldiers, directing all organization personnel, medical, training, operations, maintenance, and logistics efforts
- Responsible for \$2.3 million of military equipment, vehicles, and weapons systems
- Define goals, develop and prioritize objectives, conduct program evaluation and lead strategic planning efforts for an organization of more than 120 individuals

389th Engineer Battalion, US Army Reserve

2012 – 2014

1st Lieutenant (O-2E) – Battalion Intelligence Officer

- Trained all Company Intelligence Support Teams (CoISTs) in the Battalion without external contractor support
- Monitored and analyzed domestic and international threats for all battalion activities and personnel
- Developed the standard operating procedures for the Battalion Intelligence Section and subordinate units

1st Assault Platoon, 469th Mobility Augmentation Company

2009 – 2012

1st Lieutenant (O-2E) – Platoon Leader

- Managed a combat engineer unit of 30 personnel and approximately \$26 million of equipment
- Directly planned and coordinated 270 route clearance combat missions throughout Afghanistan, resulting in an 80 percent find and clear rate of explosive hazards; the Army Standard was 50 percent
- Conducted daily full-spectrum intelligence analysis to influence tactical and operational planning
- Partnered with an Afghan Language Assistant, Afghan National Security Forces, and a International Security Assistance Forces including Canadian, British, Albanian, and Estonian Soldiers
- Directed a new strategic plan for a unit of 140 personnel in order to prepare for deployment

Enlisted Combat Engineer, 469th Mobility Augmentation Company

2000 – 2009

Staff Sergeant (E-6), Combat Engineer Squad Leader

- Supervised a combat engineer squad as part of a platoon conducting route reconnaissance and clearance operations to eliminate explosive hazards and ensure freedom of movement during Operation Iraqi Freedom
- Managed the operation and maintenance of more than \$1.5 million of equipment and personnel while deployed throughout Al Anbar Province, Iraq

Military Education

- Company Commander and First Sergeant Course (Pre-Command) Course - Fort Knox, KY - 2014
- Engineer Basic Officer Leaders Course (EBOLC) – Fort Leonard Wood, MO – 2010
- Route Reconnaissance and Clearance Course (R2C2) for Leaders – Fort Leonard Wood, MO – 2010
- Basic Non-Commissioned Officer Course (BNCOC) Phase One – Fort McCoy, WI – 2006
- Route Reconnaissance and Clearance Course (R2C2) for Operators – Fort Leonard Wood, MO – 2006
- Primary Leadership Development Course (PLDC) – Fort Lewis, WA – 2005
- Combat Engineer Advanced Individual Training (AIT) – Fort Leonard Wood, MO – 2001
- Basic Combat Training (BCT) – Fort Leonard Wood, MO – 2000

Military Awards and Decorations

- Bronze Star Medal, Purple Heart Medal, Army Commendation Medal with bronze oak leaf cluster, Army Achievement Medal, Army Good Conduct Medal, Army Reserve Component Achievement Medal with three bronze oak leaf clusters, National Defense Medal, Afghanistan Campaign Medal with one bronze campaign star, Iraq Campaign Medal with two bronze campaign stars, Global War On Terrorism Service Medal, Armed Forces Reserve Medal with Mobilization “M” device, bronze hour glass device, and roman numeral “3”, Non-Commissioned Officer Professional Development Ribbon, Army Service Ribbon, Overseas Service Ribbon with roman numeral “2”, North Atlantic Treaty Organization (NATO) International Security Force (ISAF) ribbon, and Combat Action Badge