

Kelsey Hood

Seattle, WA | 253.720.9709 | kelseyhood@gmail.com | <https://www.linkedin.com/in/kelsey-hood-18811584/>

SUMMARY

Current graduate student pursuing a Master of Public Administration degree at the Evans School of Public Policy & Governance. Experience in legislative affairs and the policy-making process supporting senators, managers and staff. Proficient in CORE, LCOM and Salesforce programs. Diversified skill sets including government agency communication, legislative research, and media crafting and editing.

EDUCATION

Master of Public Administration

Anticipated, June 2019

*Daniel J. Evans School of Public Policy & Governance
University of Washington, Seattle, WA*

- Coursework included: economics for policy analysis & management, financial management & budgeting and quantitative analysis

Bachelor of Arts and Sciences

June 2014

Double Major in Political Science and English
University of Washington, Seattle, WA

- Coursework included: political theory and economy, state government, international relations and a three month legislative internship with a research emphasis

PROFESSIONAL EXPERIENCE

Policy Director

Oct. 2017-present

University of WA Graduate & Professional Student Senate

- Conducted quantitative and qualitative research relating to graduate student issues, such as return on investment for graduate degrees and transparency of university fee-based programs, to use in policy briefs and white papers
- Assisted in designing a legislative strategy to advance graduate student issues at the state and federal levels

Sr. Workroom Clerk

Mar. 2016-Sep. 2017

Washington State Senate, Olympia, WA

- Manage entry of new bills and Senate sponsor forms into Workroom Bill Status and proof of hard copies
- Prepare messages from the Senate to deliver to the House of Representatives and the Office of the Governor
- Assist Secretary of the Senate with administrative duties including covering multiple phone lines, scheduling meetings and responding to constituent mail

Legislative Aide to the Secretary of the Senate

Dec. 2015-Mar. 2016

Washington State Senate, Olympia, WA

- Enter data for all employee information into Core program
- Routinely audit information of committee and board members in LCOM program
- Reconcile requests and approvals of travel expenses from legislators and their staff in Reqlogic program

Legal and Policy Intern

July 2015-Dec. 2015

Evergreen Freedom Foundation, Olympia, WA

- Analyze past state and federal cases using Westlaw to assist lawyers in determining potential lawsuits
- Collect evidence from the Public Disclosure Commission of Campaign Finance of reporting violations
- Prepare and edit 45 day letters to be sent to the Attorney General

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Legislative Aide, Session Aide and Intern for Senator John Braun

Jan. 2014-Oct. 2015

Washington State Senate, Olympia, WA

- Individually meet with agencies, lobbyists and constituents regarding their legislative issues, and summarize information into concise reports
- Develop and edit press releases and constituent response letters for the senator
- Attend committee meetings in the senator's absence

COMMUNITY INVOLVEMENT

Student Ambassador

Daniel J. Evans School of Public Policy & Governance, Seattle, WA

March 2017-present

- Host prospective students for meals, tours, and informational interviews
- Attend a variety of events for admitted students such as Open House and Orientation

Spring Graduate

May 2015

Jennifer Dunn Leadership Institute, Seattle, WA

- Attend various workshops dedicated to state and federal policy analysis in Transportation, Health Care and Environmental Policy
- Complete media and communications training covering press releases, interviews and presentations
- Analyze relationships between governmental institutions
- Study past and present campaign strategies, technologies and fundraising practices

Cardinal Cabinet Dance Chair

Jan. 2012-Dec. 2013

Alpha Chapter of the Chi Omega Fraternity, Seattle, WA

- Coordinate a venue, schedule catering and barman, and book transportation for 100+ people
- Manage the second largest Chi Omega budget
- Account for liquor, banquet, deposit forms, and associated monies
- Prepare venue decorations and manage departure for 100+ attendees