Work experience

Deputy County Manger

January 2004-present

Office of the County Manager, Allegheny County

Pittsburgh, PA

- Attend County Council Meetings on behalf of the County Manager
- Implement key public policy decisions
- Serve as liaison and provide outreach to assigned constituent groups
- Staff meetings and brief the County Manager and Chief Executive on current issues
- Serve as staff member for the Accountability Conduct and Ethics Commission
- Currently working to implement paperless Executive Action system

Assistant Deputy Controller

January 2000-December 2003

Pittsburgh, PA

Office of the Controller, Allegheny County

- Served as liaison for County Council
- Wrote and edited press releases, special reports
- Assisted constituents and County vendors with County issues

Administrative Assistant

April 1998-December 1999

Pittsburgh, PA

- Office of City Councilman Dan Onorato
- Assisted Constituents with complaints and concerns
- Wrote and edited legislation and press releases, and organized press conferences

Education

University of Pittsburgh

August 1994-April 1998

Majored in Political Science with a Minor in History

George Washington University

June-August 1997

Summer Institute through the Graduate School of Political Management

Memberships

Board Member, Allegheny League of Municipalities