

- Develop and execute “Sector Strategies” program alongside Associate Administrator for Policy, a program engaging industry stakeholders to understand operations and challenges to better engage in long term regulatory planning
- Work with Associate Administrator for Policy to track rules, initiatives and other regulatory matters for follow up
- Provide policy and research analysis to the Administrator, Chief of Staff, Associate Administrator for Policy as requested
- Collaborate with Office of Public Affairs to develop key messages around Administrator’s agenda

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Daisy C. Letendre

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Daisy C. Letendre

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Daisy C. Letendre

DAISY C. LETENDRE
Ex. 6 - Personal Privacy

EXPERIENCE

U.S. Senator Jim Inhofe (R-Okla.) Washington, D.C.

U.S. Senate Majority Committee on Environment and Public Works

Communications Director

November 2016 – Present

- Serving as primary on-record spokesperson for Sen. Inhofe
- Overseeing messaging and press strategy for personal office and EPW Committee, staffing interviews and backgrounders
- Writing, editing and/or clearing all press content including releases, social media, op-eds, floor speeches and e-newsletters
- Initial lead press office contact with other Congressional offices, leadership offices and outside groups
- Lead project manager in the press shop for both EPW and Inhofe annual reports

Press Secretary

July 2016 – November 2016

- Writing and distributing press content including releases, statements, media advisories, ICYMI memos, and talking points
- Developing relationships with national and Hill press, EPW beat reporters, Oklahoma print, radio, and TV contacts
- Arranging off-the-record briefings prior to EPW hearings, working with policy staff to draft off-the record materials

U.S. Senate Majority Committee on Environment and Public Works

Washington, D.C.

Digital Director

July 2015 – July 2016

- Managing committee website, social media, and online presence for the committee and the Chairman
- Developing aggressive and comprehensive online communications strategies for major legislation, hearings and events
- Executing all digital outreach on committee objectives, including coordinating with outside groups and other members
- Curating content for messaging memos, digital material, and graphics for use by the entire Senate Republican Conference
- Drafting op-eds, talking points, speeches, statements and event presentations for the Chairman on a wide portfolio of issues

Communications Assistant

February 2015 – July 2015

- Drafting press releases, media advisories and ICYMI memos
- Performing day-to-day press tasks as pertaining to hearings, press conferences, mark-ups, and media appearances
- Formatting and designing layouts for committee reports, assisting with the writing and editing of report executive summaries

Generation Opportunity

Arlington, VA

Communications and Writing Associate

February 2014 – February 2015

- lead writer producing creative written content and opinion pieces based on a monthly editorial calendar
- Fostering relationships with state and national opinion editors and members of the media
- Generating a daily internal email to streamline org-wide messaging, synthesizing news, and highlighting earned media
- Coordinating with regional Press Secretaries and State Directors to develop state-specific media strategies

The Cato Institute

Washington, D.C.

Government Affairs Intern

September 2013 – December 2013

- Preparing congressional notifications detailing Cato policy positions and announcing events and conferences
- Conducting research for Cato scholars and the government affairs team on domestic and foreign policy

EDUCATION

Trinity College

Hartford, CT

Bachelor of Arts with Honors in Political Science, Minor in Philosophy

May 2013

- Concentration in Political Philosophy and American Government
- Honors Thesis: "Federalism and the Modern Presidency from Eisenhower to Obama: If All Men Were Angels"

LEADERSHIP & ACTIVITIES

Northfield Mount Hermon School – *Class Gift Chair, Class Secretary*

May 2009 – Present

DC Triathlon Club – *Member and Masters Swim Program Coach*

January 2015 – Present

Off The Bench Baseball (.com) – *Contributing Writer*

November 2015 – Present

Yale University – *Guest Lecturer*

June 2013

Teaching Assistant – *History of Political Thought, Early Modern Political Thought*

September 2012 – May 2013

Trinity Tripod – *Contributing Writer*

January 2013 – May 2013

Trinity College Swimming and Diving – *Captain, Entertainment Chair*

September 2009 – May 2013

- Susan B. Scott Award Winner, Brian Foy Captains Award Winner

SKILLS

Writing, Editing, Research, Microsoft Office, Photoshop, InDesign, Adobe Creative Cloud, Social Media, Meltwater, Public Speaking, Digital Marketing, Qualitative Data Analysis, Fantasy Baseball, Fantasy Football