

Caroline Maitland Pratt

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Relevant Work Experience

Democratic Congressional Campaign Committee Washington, DC September 2012 – Present
Receptionist

- Assist with daily office management, such as preparing 441a(d) requests, Candidate Contribution requests, W-9 forms, and reimbursements for multiple office vendors
- Answer phones, oversee incoming and outgoing mail, deliver packages, and serve as the primary contact for office visitors, including Members of Congress, congressional candidates, staff, and other VIPs
- Manage schedules requests for the main conference room and the Wasserman Room
- Organize and supervise nightly phone banks for up to forty volunteers, including preparing materials, training volunteers on robocalls and the HubDialer, collecting and entering data, and corresponding with field directors of multiple Congressional campaigns

Democratic Congressional Campaign Committee Washington, DC August 2012 – September 2012
Interim Assistant to the Executive Director

- Served as the liaison between the Executive Director and his associates, including Chairman Steve Israel, Members of Congress, DCCC staff, and guests
- Tracked and prepared polling data from Congressional races nationwide for review; processed and invoiced new polls
- Maintained and organized the DCCC primary email inbox, communicated with donors and supporters about special requests, and forwarded relevant messages to the appropriate staff

Office of Congressman Jim Cooper Washington, DC January 2011 – May 2011
Congressional Intern

- Served as the primary contact for constituents and guest inquiries; organized and scheduled constituent tours for federal buildings, national monuments, and attractions
- Attended congressional hearings and briefings, and prepared reports for legislative aides
- Scheduled and coordinated the Congressman's travel and meetings with constituents
- Managed intern program, including scheduling and supervising work assignments, training sessions, and group activities for a team of 11 interns

Education

The University of Mississippi University, MS *Bachelor of Arts* May 2012
Majors: Political Science and History, Minor: French

L'Université Catholique de l'Ouest Angers, France *Summer Abroad Program* August 2011

Honors: Dean's Honor Roll, Academic Excellence Scholarship, History Honors Society

Volunteer Experience

Elizabeth Esty Congressional Campaign Cheshire, CT *Voter Outreach Volunteer* 2012
Feed the Hunger Pack-A-Thon Oxford, MS *Donor Outreach Organizer* 2010 – 2012
Leap Frog Oxford, MS *Tutor and Enrichment Assistant* 2010 – 2011
Projects Abroad Accra, Ghana *Orphanage Volunteer and Tutor* 2008

Skills: Microsoft Office (Outlook, Excel, Word, PowerPoint), VoteBuilder, Internet Quorum, NGP, CQ MoneyLine, HubDialer, bilingual (English and French)