

JENNIFER M. KAULIUS

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GENERAL EXPERIENCE

OFFICE OF THE MAYOR, Burlington, Vermont. Mayor's scheduler and administrative assistant. Manage the Mayor's Office daily schedule, orchestrate Mayor's Office correspondence and press materials, greet and assist constituents and visitors in person, by phone, and via email, and manage Mayor's Office website and finances. May 2012 – present.

MIRO FOR MAYOR, Burlington, Vermont. Campaign manager. Managed the successful Miro for Mayor re-election effort for Town Meeting Day 2015. Coordinated printed and press materials, organized volunteer efforts, managed the Mayor's campaign events schedule, and interacted with the media on campaign-related topics. January – March 2015.

OFFICE OF THE ASSESSOR, Burlington, Vermont. Temporary clerk. Input Burlington business personal property asset reports, welcomed and assisted visitors to the Assessor's Office, and aided the Assessor's staff with tasks regarding property tax assessments. April – May 2012.

MIRO FOR MAYOR, Burlington, Vermont. Intern coordinator. Organized interns volunteering on the mayoral campaign, drafted daily media lists, and assisted the Campaign Manager and Field Director with grassroots campaign effort. January – March 2012.

CHURCH STREET MARKETPLACE, Burlington, Vermont. Downtown analyst intern. Assisted the Executive Director in downtown management, stakeholder visit orchestration, and downtown events. September 2011 – May 2012.

EASTON MAIN STREET INITIATIVE, Easton, Pennsylvania. Intern. Assisted the Economic Restructuring and Design Committees of Easton Main Street Initiative to promote and stimulate economic development and vitality in Easton's historic business district. May – August 2009.

THE EXPRESS-TIMES, Easton, Pennsylvania. Intern. Conducted interviews, wrote articles, and assisted in the orchestration and layout of *Exposed*, the Arts and Living section of the newspaper. June – August 2008.

EDUCATION

UNIVERSITY OF VERMONT, Burlington, Vermont. Major: Community and International Development. Bachelor of Science degree May 2012, Summa Cum Laude. Cumulative GPA 3.98, Honors College member September 2008 – May 2012.