

Jamie Harper Sheehan

Professional Experience

Specifier Publishing, LLC

Advertising and Operations Manager

Tallahassee, FL

April 2023-Current

- Organizes and manages the daily logistics for the company
- Manages the consultants and administrative tasks for the digital and print products
- Ensures financial stability by overseeing the bookkeeping and budget for the company
- Builds and strengthens relationships with existing and potential advertising companies

Florida Environmental Network, Inc.

Director of Operations and Events

Tallahassee, FL

September 2022- Current

- Manages the registrations and schedules for over 1200 attendees for the annual Environmental Permitting Summer School conference
- Retains and recruits sponsors by cultivating strong relationships with previous sponsoring companies
- Coordinates and confirms the participation of more than 300 speakers and the development of 90 courses to create the conference schedule
- Organizes and manages the hotel planning and exhibitor logistics for the conference
- Onsite management of attendees, speakers, exhibitors, and sponsors

Media Marketing Director/ Accounts Coordinator

Aug. 2015-Aug. 2022

- Coordinated over 1000 registrations and over 80 courses for the annual Environmental Permitting Summer School conference
- Responsible for social media, marketing, website design, content management, and conference scheduling
- Coordinated hotel and exhibitor logistics for the conference
- Organized attendee registrations, exhibitors, and sponsorships

Epiphany Lutheran Preschool

Fulltime 3-year-old Class Preschool Teacher

Tallahassee, FL

June 2021-Aug. 2022

- Provided tools and resources for children to use and explore during learning and play activities
- Adapted teaching methods and materials to meet the interests and learning styles of children
- Developed and maintained positive relationships with children and parents
- Tracked children's progress and reported to the Preschool Director and parents

Florida Dental Association

Legislative Assistant

Tallahassee, FL

March 2019- March 2020

- Researched policy and prepared legislative documents for Governmental Affairs staff
- Monitored interim committees and floor during session
- Arranged meetings with legislators and staff
- Supported Governmental Affairs staff at all association board and committee meetings

Florida Optometric Association

Membership Coordinator/ Financial Administrator

Tallahassee, FL

Feb. 2017- March 2019

- Networked with all new and reinstating members and maintains retention policy
- Responsible for resolving all membership-related issues for the association
- Financial Administrator, responsible for association budget, accounts, and member financial records
- Liaison to the American Optometric Association for membership issues

Littlejohn, Mann & Associates*Associate/ Political Consultant***Tallahassee, FL***Nov. 2010 – Oct. 2014*

- Advocated for varied clients on issues related to, and including agriculture, environment, permitting, transportation, and energy
- Coordinated and attended meetings with legislators and staff
- Drafted legislation, amendments, and talking points on behalf of clients
- Researched policy and prepared legislative documents for partners and legislative policy staff
- Supported client interests at all legislative committee meetings

Greg Evers for FL State Senate Campaign*Campaign Manager***Milton, FL***May 2010 – Nov. 2010*

- Served as the main point of contact for the campaign
- Prepared talking points, speeches, and correspondence for the Candidate and campaign staff
- Coordinated all get-out-the-vote and grassroots activities for the Candidate, campaign staff, and volunteers
- Managed voter database and coordinated literature mailings for the campaign
- Arranged all scheduled events and travel for the Candidate

Florida House of Representatives*Representative Debbie Mayfield - Legislative Aide***Tallahassee, FL***Nov. 2008 – May 2010*

- Served as an executive assistant to Member
- Drafted all legislation, amendments, talking points, and correspondence for member and office staff
- Served as point of contact for constituents, lobbyists, House and Senate staff
- Arranged schedule, travel, and all related administrative functions for Member and staff

*Representative Stan Mayfield - Legislative Aide**Feb. 2008 – Nov. 2008*

- Served as an executive assistant to Member
- Drafted legislation, amendments, talking points, and correspondence on the Member's behalf
- Served as point of contact for constituents, lobbyists, House and Senate staff, and liaison for the House Environment and Natural Resources Council Members and staff
- Arranged schedule, travel, and all related administrative functions for the Member and staff

International Republican Institute*Volunteer Trainer***Eastern Europe***Jan. 2006 – Jan. 2008*

- Instructed National Croatian party officials in Sarajevo, Bosnia and Herzegovina, by conducting seminars on campaign planning, fundraising techniques, and grassroots organizational skills
- Educated various Eastern Europeans and members of the political bodies from Eurasia by conducting a youth seminar on campaign planning and legislative research in Belgrade, Serbia

U.S. House of Representatives*Rep. Candice Miller - Senior Legislative Assistant***Washington, D.C.***Aug. 2004-Nov. 2005*

- Developed a proactive legislative agenda on issues related to, and including, education, agriculture, trade, environment, energy, telecommunications, civil service, science, technology and space, housing, health care, women's issues, and social and moral issues
- Drafted speeches and statements for the Congressional Record *on the Member's behalf*

*Rep. Adam Putnam - Legislative Assistant/ Executive Assistant**Jan. 2021-Aug. 2004*

- Served as Legislative Assistant to the Member and developed a proactive legislative agenda on issues related to, and including, education, civil service, science, technology and space, housing, labor, campaign finance, election reform, women's issues, and social and moral issues
- Drafted speeches and statements for the Congressional Record on the Member's behalf
- Managed all Member and staff-related administrative duties; served as an executive assistant to Member

Education

Troy University

*1999 – Bachelor of Arts in Social Science (concentration in Leadership)
Minor in Political Science*

Troy, AL

Technical Skills

Very skilled in written and verbal communication. Expertly trained in Word, Excel, Access, PowerPoint, Publisher, WordPress, Adobe Photoshop, LobbyTools, and HTML Programming Languages

**References Available Upon Request*