

Jeremy K. Hansen

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Profile

Proven professional who is known for managing multiple priorities and meeting tight deadlines without compromising quality. Demonstrated leader who works well individually and in a team setting. Strong planner and problem solver who readily adapts to change and exceeds expectations. Veteran – United States Army.

• **Key Skills**

- Excellent Oral and Written Communicator
- Legislative knowledge
- Executive Support, Proficient in MS Office, Office Management, Records Management
- Event Planning and Management, Calendaring.

Experience

Committee Legislative Assistant, Public Safety and Security Policy and Finance Committee; Veterans Affairs Division (March 2016-Present)

Minnesota House Republican Caucus (St. Paul, MN)

- Draft and edit legislation, including bills, rules or other items.
- Generate ideas for legislation and writing speeches to introduce new legislation to a committee or legislature.
- Track legislation after it is introduced and work to ensure that the legislation has the appropriate support for it to pass.
- Answer questions about legislation for reporters, committee members or other legislative staff.
- Meet with constituents, non-profit agencies or lobbyists to discuss a current or future bill. Drafting constituent correspondence.

Assistant Political Director (February 2015 – February 2016)

Republican Party of Minnesota (Minneapolis, MN)

- Conducted research on candidates, campaign finance, political issues past election results, and bills.
- Assist with party communications via social media, email, and telephone.
- Represent the Republican Party at political and social events.
- Create letters, presentations, and research findings for the party and staff.
- Participated in day-to-day tasks and creative brainstorming sessions.

Office Manager/Junior Writer and Editor (July 2014 – March 2015)

Minnesota Premier Publications (Minneapolis, MN)

- Communicated effectively with multiple departments to coordinate meetings and deadlines for the timely publication of two bi-monthly newspapers and two monthly magazines.

- Managed accounts receivable and accounts payable for a multi-million dollar company.
- Responsible for a large volume of incoming and outgoing postal correspondences.
- Effectively managed executive's calendar and schedule including complex travel accommodations.
- Proofread and edited articles and newsletters for state wide publications.
- Designed and updated sections of the company's website and social media accounts.

- **Deputy Communications Director (July 2014 – November 2014)**

- **Doug Daggett for Congress (Minneapolis, MN)**

- Assisted the Communications Director in researching, developing and drafting speeches, letters, opinion pieces and other printed communications for candidate.
- Collaborated with the Communications Director to write and format electronic newsletters (including articles, briefs and photos) for the candidate.
- Responsible for drafting all press releases and candidate talking points. Was key in assisting with the candidate forum and debate preparation.
- Coordinated scheduling of various media events including: interviews, news briefings, speeches, talk shows and other public appearances.
- Oversaw and maintained the candidates' social media presence (Facebook & Twitter).

- **Human Resource Specialist (42A) (December 2008 –May 2012)**

- **United States Army (Fort Bragg, NC)**

- Completed two tours in Afghanistan assigned to Special Forces Unit.
- Served as the direct personal assistant to a G-1 Sergeant Major.
- Communicated effectively with multiple departments to plan meetings and prepare base installation packages for new Soldiers. Established strong relationships to gain support and effectively achieve results.
- Entrusted to manage office in the supervisor's absence. Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared official military correspondence on a daily basis.
- Developed innovative PowerPoint presentations used to brief all Commanders from Captain to Major General.
- Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service.
- Awarded with 1 Army Commendation medal and 4 Army Achievement Medals as well as multiple awards for service in Afghanistan and stateside.
- Twice selected as Special Forces Soldier of the Month; once selected as Special Forces Soldier of the Quarter.

Education

- University of Minnesota-Minneapolis, MN — Bachelors of Arts; Political Science 2014
- United States Army Advanced Individual Training (42A)
- United States Army Airborne School
- Farmington High School — Farmington, MN
- Franklin Covey — 7 Habits of Highly Effective People Seminar 2012
- Leadership Institute — Youth Leadership School 2013

