

MISSY M. WALTERS

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SUMMARY OF QUALIFICATIONS

- Skilled in multi-tasking along with prioritizing projects.
- Verified ability to manage and conduct cost analyses of budgets.
- Expertise in negotiation to resolve complex problems involving multiple organizations.
- Proven leadership abilities in motivating diverse groups of people to unite under common goals.
- High level of skill in diplomacy, negotiation, mediation along with team building of volunteers and paid staff.
- Outstanding communication skills both written and verbal along with superior interpersonal communications skills.

PROFESSIONAL EXPERIENCE

James S. Nathanson & Associates

Dayton, OH

12/11-Present

Senior Associate for Public Affairs and Campaigns

- Directed strategic planning for private and government clients.
- Maintained budgets for campaigns, carefully distributing funds amongst campaign needs. Budgets have involved over \$4.5 million dollars of allocated funding.
- Generated community exposure on issues through social media campaigns along with the assembly and distribution of compelling communications tools such as press releases, journal and newspaper interviews, and letters to the editor.
- Managed all aspects of human resources for issue and candidate grassroots teams. Recruited, hired, and completed payroll and tax filings for 600+ workers employed by the firm.
- Created and maintained websites for clients using Wordpress along with the active maintenance of a variety of social media sites.
- Additional duties include the recruitment and training of employees, volunteer management, event planning, community relations, education and fund development.

Montgomery County Board of Elections

Dayton, OH

05/08-06/11

Department Director - Pollworkers

- Recruited, interviewed, and trained over 1,500 public and county employees during for 7 election cycles.
- Managed an annual budget of over \$1.2 million used for training and payroll of Election Day employees.
- Developed, negotiated, and implemented union contracts for over 400 employees enrolled in the Polling Location Supervisor (PLS) worker program.
- Researched five annual budgets and presented cost analysis of programming of Election worker program before Montgomery County Commissioners and County Budget Office. Made recommendations based on the research for future allocation of funds.
- Additional duties include: candidate petition verification, payroll for Election Day workers, voter registration processing, filing, database management, marketing of special programs, contract development and implementation for county worker program and absentee administration.

Students for Life of America

Washington D.C.

01/07-05/07

Regional Director – IN, OH, IL

- Recruited over 2,500 students. Expanded college chapters across a three state region from 32 to 56.
- Established a state-wide college organization, Ohio Respect for Life Alliance, with a membership of 26 colleges and universities and over 2,000 students.
- Developed curriculum and managed the statewide conferences of all three state organizations.

Leadership Institute Washington D.C. 06/06-11/06
Coalitions Director and Fundraiser

- Coordinated women and student coalitions for the 2006 Blackwell-Raga gubernatorial campaign.
- Traveled over 16,000 miles around the state speaking to student and women's organizations.
- Raised over \$120,000 for over 20 private and community events for candidates in 3 states.

Kevin Christian for TX State Representative Abilene, TX 01/06-05/06
Campaign Manager

Texas House of Representatives Abilene, TX/Austin, TX 05/04-10/05
District Director

- Served as the Director of Constituent Relations. Addressed concerns on behalf of constituents to state agencies on casework ranging from prison transfers and child support to the Regulated Industry Commissions and the State Comptroller's agency.
- Researched data and statistics for authored bills and resolutions submitted by the Representative.
- Served as district representative of the state representative at over 200 local state agency meetings and community events over tenure. This includes speaking on behalf of the representative regarding current and future legislation along with the fiscal implications of bills on local state agencies.
- Prepared cost-analysis of future bills being presented on Texas House floor by representative before initial introduction on house floor and while in committee. Additionally, communicated ideas through presentations at Rotary and other community organization in Representative's home district.

Neugebauer for Congress Abilene, TX 02/04-05/04
Campus Coordinator

Rick Perry for Governor Abilene, TX 03/02-10/02
West Texas Campus Coordinator and Assistant County Coordinator

Boys and Girls Clubs of Abilene Abilene, TX 09/00-05/04
Director of Special Programs

- Managed the implementation of over 15 Boys and Girls Club approved programs in 3 units with a membership of over 2,000 members.
- Wrote grant proposals for new programs and collected data on ongoing programs to report to funders, Board Members and in the annual community report.
- Assisted in the development, utilization, revision, and dissemination of instructional materials of Special Programs.

City of Centerton Centerton, AR 03/99-07/99
Assistant Clerk of Council/Internship

- Maintained ledgers for the City's volunteer Fire Department. Developed the financial reports for the department for presentation to the City Council monthly.
- Arranged Mayor and Council's schedule along with gathering helpful information about issues and background information on individuals they would be meeting.
- Researched best practices for economic development and park maintenance for City Council who at the time was focused on the growth and development of those areas.
- Developed all public relations material including the City Government Guide, quarterly newsletter, Annual Festival promotional materials, and newspaper advertisements.
- Answered the phones, addressed citizen concerns, and maintained citizen inquiries and correspondence.

EDUCATION

01/15-Present M.P.M George Washington University Washington, D.C.
Courses: Introduction to Public Affairs Communication, Grassroots Strategies.

01/15-Present Certificate Public Affairs Council Washington, D.C.
Courses: PAC Management and Grassroots

09/10-05/14 M.B.A Wright State University GPA: 3.6 Dayton, OH
Courses: Accounting, Contracts, Integrated Marketing Communications, and Economics. 09/12-05/13

Certificate JoAnn Davidson Leadership Institute Columbus, OH

09/08-05/10 M.P.A Wright State University GPA: 3.8 Dayton, OH
Courses: Ethics, Public Budgeting, Statistics, Public Policy, Research Methods and Design.

05/06-05/12 M.A. Abilene Christian University GPA: 3.8 Austin, TX
Master's Degree: Organizational and Human Resource Development
Courses: Negotiation, Human Resource Development, Social Change and Persuasion, Mediation, Research Design
Conflict Management, Team Building.

08/00-05/05 B.A. Abilene Christian University GPA 3.3 Austin, TX
Major: Political Science and History, *Minor:* Public Service

PROFESSIONAL CERTIFICATIONS & MEMBERSHIPS

2014-Present Association of Government Relations Professionals

2010-Present American Association of Political Consultants

2010-Present International Public Management Association for Human Resource Professionals (IPMA-HR)

2010-Present National Honor Society for Public Affairs and Administration (Pi Alpha Alpha)

2008-Present American Society for Public Administration (ASPA)

COMMUNITY INVOLVEMENT

2014-Present Kettering Holiday at Home Committee

2013-Present Junior Leagues of Ohio State Public Affairs Committee (SPAC), Chair

2013 Kettering Leadership Academy Graduate

2013-Present Beaver Creek Women's League, Spring Fundraising Chair

2011 Dayton Neighborhood Leadership Institute

2009-Present Kettering Rotary Club

2008-Present Junior League of Dayton, Past Community Council Chair