

ELENA KIM

SUMMARY

Self-directed U.S. Army Veteran with over four years of management and public relations experience. Strong desire to make significant measurable impact within a culture-driven, mission-oriented top performing organization. Track record of crafting creative solutions for organizational needs through large-scale events, professional committees, and one-to-one relationships.

PROFESSIONAL EXPERIENCE

County Veterans Service Officer **March 2021 - Present**
Veterans Service Office, County of Orange, Santa Ana, CA

- Directs, supervises, and provides leadership to 16 Veterans Service Office administrative, technical, contract, and supervisory personnel
- Establishes department programs, goals, policies, and procedures to coordinate activities, and services for over 110,000 Veterans County-wide
- Works with County Executive Office, Legislative Affairs and Government Affairs to determine the impact of new and revised federal and state legislation or regulations and ensures office compliance
- Represents the County Veterans Service Office in Orange County Veterans Advisory Board and Congressional Veterans Advisory Board meetings
- Participates on councils, committees, and task forces to develop veteran and family program

Primary Campaign Manager **Nov 2017 - May 2018**
California's 23rd Congressional District, Bakersfield, CA

- Collaborated with campaign strategists and utilized technology to develop targeted outreach strategy focused on approximately 400 campaign supporters statistically more likely to vote for candidate based on neighborhood metrics
- Managed candidate and staff and recruited over 30 community volunteers
- Spearheaded all aspects of campaign including two fundraising events, spoke at 16 community events, weekly door-to-door operations, social media and press releases and rapid response to traditional media
- Obtained and maintained list of over 500 potential donors and set fundraising goals with consultants
- Planned and managed campaign budget, working with finance officer to ensure federal compliance
- Authored candidate biography, and all candidate positions published on campaign website

Field Representative **Jan 2016 - Sept 2017**
Raul Ruiz, M.D., U.S. Congressional District Office, Palm Desert, CA

- Assisted over 900 Veterans and family members in obtaining disability, healthcare, and educational benefits, military service records and medals
- Planned and coordinated multiple large-scale events:
 - Created only Veterans learning experience managed by congressional office with over 1000

- participants in 2016 and 2017 combined, directing staff, interns, and volunteers
 - Organized District's first Small Business Administration office opening
 - Organized Healthcare Town Hall with over 200 participants
- Managed diverse portfolio that included: Veterans and Armed Services, City government, law enforcement and first responders, grants, small businesses, Native American tribes, Bureau of Land Management, and healthcare
- Developed and maintained relationships with dozens of community interest groups to ensure holistic care for constituents and gain support from key stakeholders for legislative priorities
- Led student outreach strategy to recruit congressional interns to include a diverse pool of candidates with military experience, trained staff on field operations

Program Analyst

Dec 2013 - Dec 2015

National Headquarters, U.S. Department of Veterans Affairs, Washington, DC

- Directed a team of 11 staff in planning/executing large-scale inaugural event at the U.S. Capitol building with over 500 guests including members of Congress, the Secretary of the Army, and the Secretary of Veterans Affairs to develop legislative support and moderated event
- Drafted, edited, and disseminated department updates to 535 Congressional offices
- Coordinated managers of multiple key departments to discuss and vote on 50 legislative priorities published into the 2105 and 2016 Presidential Budget Request
- Trained over 100 staff at Congressional Research Service workshops on VA operations and services
- Prepared dozens of high-level internal managers, to include the acting Secretary of Veterans Affairs, to testify at over 60 televised Congressional hearings through mock hearings, prepared questions and responses, and scheduling subject matter experts to coordinate public responses
- Worked daily with the Department of Defense (DoD), Veterans Benefits Administration (VBA), Veterans Health Administration (VHA), and Congress to draft over 150 pieces of legislation related to education, healthcare, housing, business, and other fields that would affect 18 million veterans

MILITARY SERVICE

Honorable Discharge, United States Army

2005-2010

Intelligence Team Leader

Alpha Company, 319th Military Intelligence Battalion, Fort Bragg, NC

- Created deadlines, managed schedules, and distributed workload for six team members
- Developed curriculum and taught intelligence collection principals helping commanders ensure readiness of over 500 soldiers for deployment to Afghanistan in 2010

Intelligence Operations Manager

Special Troops Battalion, 25th Infantry Division, Tikrit, Iraq

- Served in Operation Iraqi Freedom, Contingency Operations Base Speicher
- Partnered with legal and law enforcement team to evaluate intelligence value of approximately 1100 detainees and ensure unit compliance with POW laws
- Coordinated weekly classified meetings between CIA, DIA, FBI, and DOD entities

EDUCATION

- Master of Professional Studies, Legislative Affairs** **2015**
The George Washington University, Graduate School of Political Management, Washington, DC
- Asia Global Perspective Residency in Hong Kong**
- Immersed in history, government, politics, business, and culture of Pacific nations
 - Studied national institutions and interest groups with a focus on Asian communities
 - Met government officials, political strategists, business leaders, journalists, public relations specialists, and non-profit organizations to learn best practices of U.S. engagement in Asia
- Bachelor of Arts, International Affairs** **2013**
The George Washington University, Elliott School of International Affairs, Washington, DC
- Volunteer, Transitional Housing Center**
- Managed recreation program and support services for groups of homeless youth, ages 3-10
- Graduate Diploma, Persian-Farsi Language** **2009**
The Defense Language Institute, Foreign Language Center, Presidio of Monterey, CA
- Associate of Applied Science in Intelligence Operations** Credits Only
Cochise College, Army Education Center, Fort Huachuca, AZ
- Accounting 1A Course** **2020**
Long Beach City College, School of Business Administration and Economics, Long Beach, CA

PROFESSIONAL AFFILIATIONS

- Alumni, Wounded Warriors Project 2020 – Present
- Volunteer, Team Rubicon 2020 – Present
- Volunteer, Sequoia Veterans and Marriage Retreat, The Nature Corps 2019
- Alumni and Speaker, No Barriers USA 2017 – Present
- Member, Air Force Association 2017 – Present
- Fellow, Veterans Campaign 2014 – Present
- Defense Council, Truman National Security Project 2013 – Present