

**Claire R. Harris**  
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## **Professional Experience**

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**MAZIE HIRONO FOR HAWAII, HONOLULU, HI**                      JANUARY 2012 – NOVEMBER 2012  
FINANCE ASSISTANT

- Key member of campaign finance team that raised over \$5.4 million for successful U.S. Senate campaign
- Planned, organized, and executed logistics at over thirty fundraising events throughout Hawaii
- Conducted donor research critical to candidate call list development
- Tracked incoming contributions and assisted with compliance reporting
- Managed candidate call time
- Successfully completed the *EMILY's List* Finance Training

**EMILY'S LIST, WASHINGTON, DC**                                      AUGUST 2011 – DECEMBER 2011  
POLITICAL OPPORTUNITY INTERN

- Reported to Executive Assistant of the Political Opportunity Program (POP)
- Organized and maintained state and local candidate files
- Direct contact with candidates to facilitate their endorsement process
- Assisted with the logistics, recruitment and organization of bi-monthly POP trainings in cities throughout U.S.
- Scheduled key department meetings and calls

**NARAL PRO-CHOICE AMERICA, WASHINGTON, DC**                      JANUARY 2010 – MAY 2010  
EXECUTIVE DEPARTMENT INTERN

- Performed organizational tasks, including updating organization-wide database membership and statistical information database
- Scheduled meetings and events for Executive Department members
- Planned and executed logistics for Board and staff meetings
- Assisted members of the Executive Department in day-to-day operations

## **Education**

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**AMERICAN UNIVERSITY, WASHINGTON, D.C**                      SEPTEMBER 2008 – DECEMBER 2011  
B.A., *Cum Laude*  
Political Science and Women, Gender, & Sexualities Studies (dual major)  
Undergraduate Certificate in Women, Policy, and Political Leadership

## **Professional Skills**

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Expert in Microsoft Office, PageMaker, NGP Van, Votebuilder and Convio