

America: January / current: #87K  
Requirement:

353 East 83<sup>rd</sup> Street, Apt. 19G  
New York, NY 10028  
718.419.4709  
mallory.ward@gmail.com

## MALLORY E. WARD *References:*

### PROFESSIONAL EXPERIENCE

#### **CGK Partners Consultants**

February 2007 - present

##### *Senior Associate*

- Consult clients on developing and maintaining strategic relationships in government, politics, grassroots, labor and corporate sectors.
- Advise clients and act in a problem solving capacity on a wide range of issues including reacting to crises and developing creative solutions to overcome logistical challenges.
- Plan and execute all elements of large scale events such as multi-day conferences and conventions, fundraising receptions, black-tie dinners, awards programs, rallies and policy panel discussions. Coordinate logistics and work with venues, vendors and clients to produce successful events.
- Create and implement development strategies for political candidates, democratic committees and not-for-profit organizations.
- Foster and develop relationships with individual and corporate donors for event specific and long term giving. Write fundraising letters, sponsorship materials and grant proposals as well as design corporation specific philanthropic partnership initiatives.
- Participate in multi-lateral community and party building efforts with individuals and organizations. Oversee the creation and advancement of grassroots and community oriented strategies that facilitate coalition building around shared goals.
- Supervise the firm's day to day operations and oversee processing payroll, client invoicing, accounting and all other administrative needs. Prepare budgets, status reports, memos and briefings.

#### **New York State Democratic Committee**

April 2010 - September 2012

##### *Chief of Staff*

- Managed State Party employees and directed daily operations to ensure the organization's functionality.
- Liaised with national committees and Democratic organizations, statewide, federal and local campaigns, elected officials, Democratic Party leadership and stakeholders.
- Coordinated State Committee meetings, election night celebrations, statewide conventions, fundraisers and all other State Party events.
- Spearheaded the New York Delegation at the 2012 DNC Convention and organized all events, activities and travel logistics.
- Facilitated the delegate selection process for the New York Delegation to the Democratic National Convention.
- Acted as the press contact, which included sending out press releases, planning press conferences, maintaining the database and interacting with the media.
- Led the surrogate operation during the 2010 election and statewide coordinated campaign. Planned multiday statewide campaign tours in major cities throughout the state and coordinated all logistics.

#### **Andrew Cuomo for Attorney General**

September 2006 - January 2007

##### *Executive Assistant to Hon. Andrew Cuomo*

- Point person for all of the candidate's communication with political figures, donors, campaign staff, advisors, and consultants.
- Coordinated with all areas of the campaign to ensure the candidate's daily functions ran smoothly and all necessary materials, briefings and talking points were provided to the candidate. Maintained candidate's schedule and processed all scheduling requests.
- Assisted in planning fundraisers, rallies, election night celebrations, victory parties and inaugural events.
- Worked with the transition team to organize the interview process for high level applicants.

#### **Charlie King 2006**

##### *Director of Scheduling and Advance*

2004 - 2006

- Managed the candidate's schedule and communication with elected officials, donors and supporters.
- Directed staff operations and advance planning for field events, press conferences, political rallies, debates and public events.

### EDUCATION

**Barnard College, Columbia University, New York, NY**

Bachelor of Arts, May 2006, *Magna cum Laude*