

# Jace Riggin

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## Experience

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### **Field Organizer, Minnesota Senate DFL Caucus – Red Wing, MN**

**August 2016-Present**

- Coordinated district wide ground outreach operations, managed district volunteers, and implemented data driven best practices as instructed by the DFL

### **Campaign Manager, Wayne Groff for City Council – Roseville, MN**

**May 2016-Present**

- Supervised day-to-day campaign operations, managed campaign staff, coordinated and implemented fundraising operations
- Assisted in managing campaign budget, ensured communication materials were proofed and reflected campaign values, issued press releases, and organized door knocking volunteers

### **Communications Intern, Office of Governor Mark Dayton - St. Paul, MN**

**January 2016-April 2016**

- Proofread and ensured logical congruence of press materials, compiled press clips, monitored local and national media, and assisted with the staffing of press conferences and daily office needs

### **Student Supervisor, Gustavus Adolphus College Admission Office**

**September 2015-May 2016**

- Managed and supervised 16 volunteers who mentored students through the college application process
- Consulted with Gustavus admissions staff to co-facilitate and plan training sessions for student volunteers
- Devised and maintained mentor and mentee tracking materials and documents

### **Student Assistant, Gustavus Adolphus College Advancement Office**

**September 2014-May 2016**

- Coordinated and planned special events, created and drafted case statements for fundraising, updated web content, assisted with record entry into Datatell, and aided advancement staff with event planning and implementation and daily office needs

### **Summer Outreach and Research Fellow, The Improve Group – Saint Paul, MN**

**Summer 2015**

- Conducted outreach via phone, email, mail, and social media for over 600 study participants
- Strengthened organizational ability to recruit and retain study participants by researching recruitment and outreach methods across multiple populations and contact methods
- Produced recruitment and outreach strategy reports for hard-to-reach, general, and minority populations
- Designed a case study to analyze project data that included key findings and future recommendations by interviewing project staff

### **Consulting and Public Relations Intern, Friends Agenda – Stockholm, Sweden**

**January 2015**

- Assisted consultants with strategic communications and public relations on multiple projects including Ericsson Spokesperson Brief 2015 Update; co-designed a public relations and communications strategy for a conference about international acquisitions and mergers between companies
- Created a Public Relations and Communications strategy for Salesforce Nordic

### **Legislative Intern, United States Senator Heidi Heitkamp – Washington, D.C.**

**Summer 2014**

- Conducted legislative research, corresponded with constituents, and assisted legislative aides on issues pertaining to Homeland Security, Immigration, LGBT Rights, Energy Policy, and Environmental concerns

## Leadership & Service

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### **Co-Chair, Diversity Leadership Council**

**Fall 2014-Spring 2015**

- Managed \$28,000 in student funds for 22 student organizations
- Supervised and supported a five member executive board in meeting weekly, semester, and yearly goals

### **Radio Advertising and Media Outreach for Lake Social Services**

**Summer 2013**

- Implemented an advertising and community outreach initiative to attract more area foster families
- Produced 10 radio advertisements targeting the Lake Region and Spirit Lake Nation
- Resulted in 21 new foster homes in the Lake Region

## Education

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### **Gustavus Adolphus College - St. Peter, MN**

- Bachelor of Arts, Political Science and Communication Studies – Cum Laude
- Harry S. Truman Scholar Finalist
- Study Abroad: Cuba - January 2014