



Deputy Chief of Staff

Florence Funderburk

Professional summary

Dynamic and results-oriented deputy chief of staff with over a decade of comprehensive experience in government operations, and strategic planning. Proven track record of leading teams, managing complex projects, and driving legislative initiatives. Highly skilled in stakeholder engagement and crisis management.

Experience

Deputy Chief of Staff

January 2021 - Now

Office of Senator Andrew Steinberg / Washington, DC

- Supervise the daily operations and manage a team of 25 staff members across legislative, communications, and constituent services departments, improving overall efficiency by 20%.
- Develop and execute strategic plans that resulted in the successful passage of 12 key legislative bills, directly benefiting over 5 million constituents.
- Facilitate relationships with over 50 federal agencies, lobbyists, and governmental offices, ensuring the seamless execution of policy initiatives.
- Enhance the communications strategy, resulting in a 30% increase in media coverage and a 25% boost in positive public perception.

Senior Legislative Director

July 2017 - December 2020

Office of Senator Andrew Steinberg / Washington, DC

- Directed the legislative agenda, crafting and guiding over 20 policy proposals through the legislative process, with a success rate of 75%.
- Managed a team of 10 policy advisors and legislative assistants, achieving a 95% satisfaction rate among team members and enhancing policy output quality by 15%.
- Built and maintained bipartisan coalitions, which led to the passage of three major bills impacting healthcare, education, and infrastructure.
- Conducted in-depth policy analysis, resulting in actionable strategic recommendations that improved legislative effectiveness by 40%.

Legislative Advisor

February 2013 - June 2017

Office of Representative Sonia Chisholm / Washington, DC

- Conducted comprehensive research and analysis on legislative issues, resulting in the development of 15 bills and amendments, with an 80% passage rate.
- Drafted and revised legislation, speeches, and policy documents, directly contributing to the Representative's 95% approval rating.
- Coordinated with advocacy groups, constituents, and stakeholders, gathering support for 10 major legislative initiatives.

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Washington, DC

Education

Master of Public Policy

2008 - 2010

Georgetown University

Washington, DC

Bachelor of Arts in Political Science

2004 - 2008

University of Maryland at College Park

United States

Skills

Strategic Planning and Execution ◆◆◆◆◆

Legislative and Policy Analysis ◆◆◆◆◆

Team Leadership and Management ◆◆◆◆◆

Stakeholder Engagement ◆◆◆◆◆

Crisis Management ◆◆◆◆◆

Public Speaking ◆◆◆◆◆

Media Relations ◆◆◆◆◆

Languages

◆ Spanish (fluent)

◆ French (intermediate)