



**Advocacy.
Consulting.
Grants.**

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ALEXANDRA YIANNOUTSOS

PROFESSIONAL EXPERIENCE

TFG LLC, Washington D.C. (May 2021 – Present)

Communications Director

- Develop and lead the firm's communications portfolio including strategic planning, rapid response, contracts, and design.
- Edit proposals for local and federal government grants, legislative special reports, grant funding guides, and legislative issue memos.
- Lead technology and business development processes such as database modernization and firm work flow.
- Consult and manage association and coalition events, websites, social media, and strategic planning.
- Present webinars on federal, state, and local legislative, regulatory, and appropriations information.
- Prepare written content for clients and external audiences such as press releases and weekly newsletters.
- Produce written content including press releases, memos, speeches, talking points, and quotes.
- Establish and manage LinkedIn, Twitter, and Facebook profiles.
- Manage Wordpress and DNN platform websites.

U.S. House of Representatives, Washington, DC (March 2020- May 2021)

Press and Digital Assistant for U.S. Representative David Price (D- N.C.)

- Produced written content for internal audiences including scripts, speeches, talking points, quotes, and memos.
- Prepared written content for external audiences such as press releases (1-4/wk), weekly email newsletters (200k recipients), op-eds.
- Designed social media graphics, infographics, and other digital materials on Canva and Adobe.
- Created social media content for Twitter (37k), Facebook (17k), and Instagram (2k).
- Filmed and edited videos and photos with Headliner and Adobe.
- Organized virtual events on Zoom, Teams, Webex, and Go-to Meeting platforms.
- Managed website on House CMS and Fireside.
- Planned weekly, quarterly, and yearly communications strategies in collaboration with staff.

AKB Strategies, Washington, DC (January 2020 – March 2020)

Communications Associate

- Drafted written content including scripts, media pitches, and website bios.
- Produced social media content for Facebook, Twitter, and Instagram.

BerlinRosen, (September 2019-January 2020)

National Issue Advocacy Intern

- Coordinated press outreach for progressive campaigns by Center for Reproductive Rights.
- Drafted press playbooks, social media posts, and letters-to-Editor.

U.S. House of Representatives, Indianapolis, IN. (May 2019 – September 2019)

District Office Intern for U.S. Representative André Carson (IN-07)

- Managed complete, accurate case files, federal forms, and communication logs in IQ.
- Drafted Congressional Recognitions, form letters, and commendations.
- DesignED graphics and outreach materials in Canva, Adobe Spark, and Indesign.

Indianapolis Mayor's Office of Public Health and Safety, Indianapolis, IN (May 2017 – September 2017)

Public Health and Safety Intern

- Created and conducted food cost surveys for low-income residents across 7 urban areas.
- Organized and analyzed quantitative data using Microsoft Excel and R.
- Wrote narrative literature reviews on health needs and diets of at-risk citizens.
- Led meetings with relevant groups to inform policy making.

EDUCATION

Harvard Extension School

Boston, Ma.

Certificate in Sustainable Cities and Communities

McGill University

Montreal, Canada

Bachelor of Arts in Political Science, Bachelor of Arts in Economics, Minor in French Language and Literature

University of Sydney

Sydney, Australia

Study Abroad