



ALEX STRIZAK

Professional Experience

TFG LLC, Washington DC (August 2023 – Present)

Executive Assistant

- Aiding and leadership in the scheduling & organizing of meetings for key groups and stakeholders to provide assistance to the partners, principals, and other staffers of TFG.
- Serving as a trustworthy & reliable assistant in the operational process of scheduling meetings with members & staff of Congress, key agency leaders, and others to help clients reach their advocacy goals.
- The meetings organized with key leaders in the government are aimed at helping achieve objectives such as providing needed water, wastewater and transportation infrastructure; supporting public safety and health efforts; protecting waterways and endangered species; addressing various environmental issues; rejuvenating neglected industrial areas into sustainable, vibrant economic communities; developing economic revitalization plans for blighted cities or neighborhoods; and aiding communities with disaster response and recovery.

U.S. House of Representatives, Washington, DC (August 2021-June 2023)

Scheduler, U.S. Representative Kat Cammack (FL-03)

- Ensured the schedule and travel for the representative in both Washington DC and the District Offices are organized and developed to meet the objectives and goals set by the office.
- Accountable for the Outlook calendar of the Member to be as up-to-date as possible with the relative information inputted, such as the location of the meeting and with all staff members involved in the meeting/event invited to the calendar entry.
- Responsible for the tracking of requests and sending timely responses for more information, keeping other parties updated throughout the scheduling process, and how to respond that the Member cannot attend to keep a professional tone and relationship with the asking party

U.S. House of Representatives, Palm Desert, CA (July 2018 – August 2021)

Scheduler & Staff Assistant, U.S. Representative Raul Ruiz (CA-36)

- Ensured the schedule and travel for the representative and the District Offices are organized and developed to meet the objectives and goals set by the office.
- Accountable for the Outlook calendar of the Member to be as up-to-date as possible with the relative information inputted & responsible for responding to and coordinating all scheduling requests to the Member's office.
- Answered over 100 calls a day and managing the front reception area to assist with connecting constituents and inquiries to the correct staffer or organization that can aid.
- Responsible for driving the representative while in-district in my own vehicle.
- Responsible for the recruiting, training, and mentoring of over 100 individuals who participated in the internship program at the Congressional District Offices.

EDUCATION

Point Loma Nazarene University

Bachelor of Arts in Business Administration

California Baptist University

Master of Arts in Public Administration