

LYDIA MIELKE

WORK EXPERIENCE

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|---------------------------------------|--|
| Jan. – May 2019 | Legislative Aide for Representative Ben Carpenter, <i>Alaska State Legislature</i> <ul style="list-style-type: none">- Managed constituent relations- Researched statutes, regulations, and legislation- Arranged meetings and maintained the Representative's calendar- Sorted the Representative's email- Answered, assisted, and transferred callers- Composed citations, summaries, and letters |
| Summers 2013 – 2016; 2018 – 2019 | Guest Service Representative, <i>Premier Alaska Tours</i> <ul style="list-style-type: none">- Assisted guests in check-in process and scheduled departures- Performed data entry- Independently set up and operated the company desk at hotels, the train depot, and convention center- Organized and accounted for luggage- Held a TSAIA SIDA security badge for use in airport operations |
| Jan. – May 2017
Jan. – April 2018 | Receptionist for Senate President Pete Kelly, <i>Alaska State Legislature</i> <ul style="list-style-type: none">- Arranged meetings and maintained the Senator's calendar- Answered, assisted, and transferred callers- Assisted constituents- Composed citations and letters |
| Jan. – June 2015,
Jan. – June 2016 | Senate Floor Staff Page, <i>Alaska State Legislature</i> <ul style="list-style-type: none">- Provided support to legislators and their offices- Prepared rooms for committee meetings- Chauffeured legislators- Guided capitol tours- Cleaned and staffed the Senate Chambers |
| 2012 – 2015 | Janitor, <i>Faith Bible Fellowship</i> |

EDUCATION

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| 2011 – 2016 | High School Diploma, <i>Homeschool</i> |
| 2017 – 2019 | B.S. Business Management, <i>Western Governors University</i> |