

Hannah Mielke

PROFESSIONAL EXPERIENCE

Canvass Board Observer, *City of Houston* **October 2024**

- Observed the canvass board meeting to provide accountability

Guest Service Representative, *Premier Alaska Tours* **Summers 2023-24**

- Provided professional customer service for guests
- Boarded cruise ships and provided assistance to ship staff
- Operated four different passenger check-in computer systems for various cruise lines

Election Worker, *Division of Elections* **2022-2024**

- Assisted in polling place operations

Worker, *Frontier Designs* **Oct – Dec 2023**

- Provided quality control for outgoing inventory
- Packaged wood ornaments

Executive Office Assistant, *Office of the Governor* **Oct 2024 – Present**

- Manage the reception desk, direct phone calls, assist constituents and visitors
- Manage the Deputy Chief of Staff’s calendar and assist with duties as assigned
- Responsible for booking all travel for the office

EDUCATION

High School Diploma **Graduated 2025**

VOLUNTEER EXPERIENCE

TeenPact Leadership Schools **2024 – 2026**

- Staffed several weeklong government leadership classes for teens