

Hannah Mielke

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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