

LYDIA MIELKE

WORK EXPERIENCE

- Jan. – May 2019 Legislative Aide for Representative Ben Carpenter, *Alaska State Legislature*
- 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, *Premier Alaska Tours*
- 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, *Alaska State Legislature*
- 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, *Alaska State Legislature*
- 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, *Faith Bible Fellowship*

EDUCATION

- 2011 – 2016 High School Diploma, *Homeschool*
- 2017 – 2019 B.S. Business Management, *Western Governors University*