

Jared Hasen-Klein

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EDUCATION

California State Polytechnic University-Pomona *August 2018 – December 2020*

Bachelor's Degree - Political Science major, summa cum laude (**GPA 3.94**)

Organizations and Honors

2020 President's Scholar recipient (highest awarded scholarship across the university)

Dean's List (GPA over 3.5) and President's List (GPA over 3.5 for two consecutive semesters) all terms

BASE Program, Office of Legislative Affairs, Associated Students, Inc.

Exchequer (Treasurer), Alpha Epsilon Pi Fraternity

WORK EXPERIENCE

Office of California Governor Gavin Newsom *June 2021 – Present*

Scheduling Assistant

Manage and process all incoming invitations for the Governor (~200/month), make recommendations and solicit feedback from relevant policy staff on participation, coordinate travel plans and event logistics, interface with internal and external stakeholders to understand and meet their scheduling needs, maintain the official calendar for archival records, host and provide technical assistance for video conference meetings.

Developed a custom invitation system to track events from initial invitations, through multiple rounds of vetting, to their final action. The system integrates with other Governor's Office systems to provide real time updates on event status, sends automated reports to the scheduling team, and maintains official records for archival requirements.

Sierra Canyon School and Sierra Canyon Day Camp *May 2015 – June 2021*

Manager of Auxiliary Programs & Help Desk Specialist

Trained and supervised Extended Day Care staff; coordinated instructors, curriculum, and registration for over 40 enrichment classes; oversaw arrival, departure, and transportation procedures and Covid-19 screening. Respond to help desk support tickets, phone calls, and walk-up requests from parents, faculty, and students. Troubleshoot Office 365 products, Blackbaud ON Suite, networking, printers, etc. Research technologies, SaaS providers, and hardware.

Programs Director, Sierra Canyon Day Camp *February 2019 – June 2021*

Recruit, hire, train, and evaluate staff of 20 Specialists to deliver activities to over 1,000 campers. Design and implement a 10-week schedule for 24 age groups. Manage \$1.5 million budget and logistics for the day camp program. In 2020, led the planning and implementation of Covid-19 reopening procedures, including creating a [custom digital screening](#) process.

Seasonal employment, Sierra Canyon Day Camp *2015-2018*

Office of Representative Jamie Raskin (D-MD 8th Congressional district) *January 2020 – May 2020*

Legislative Intern

Attended hearings and briefings on behalf of legislative staffers, conducted in-depth legislative research and drafted memoranda for staff, fielded constituent calls, managed Intranet Quorum (IQ) CRM database, aided constituents with tour and flag requests, and assisted staff with other projects as assigned. Revamped and modernized the tour booking system to streamline office processes.

Gavin Newsom for Governor of California *August 2018 – January 2019*

Campaign Intern

Conducted research on Democratic candidates, elected officials, donors, and events. Communicated with local campaigns and delegates. Staffed campaign rallies, town halls, and other appearances. Canvassed and trained volunteers throughout California. Managed front- and back-end PDI databases and inputted finance data to NGP VAN. Assisted the Transition Team with memo writing and research.

Sierra Canyon Day Camp *June 2015 – Present*

VOLUNTEER EXPERIENCE

FIRST (For Inspiration and Recognition of Science and Technology) *August 2014 – Present*

Hold several key volunteer roles including Head Referee, Judge Advisor, Volunteer Coordinator, and Tournament Director. As Volunteer Coordinator, recruit, train, and manage 120 volunteers per event.

AIDS Walk Los Angeles/APLA Health *October 2008 – Present*

Assistant to the Event Director *October 2018, October 2019*

Shadowed the Event Director for AIDS Walk Los Angeles 2018 and 2019. Troubleshot issues, organized communications, and kept staff and operations functioning on schedule.

Event Production Volunteer and Participant *October 2008 – Present*

SoCal Covid-19 Makers Response Team *March 2020 – September 2020*

Project Lead

Coordinated over 200 volunteers in and around Southern California to produce over 30,000 pieces of PPE free-of-charge to essential healthcare workers during Covid-19 pandemic. Created logistics protocols and workflows to manage high volume of requests.

SKILLS, SOFTWARE, LANGUAGES

- Photography
- Intranet Quorum (IQ) CRM
- NGP VAN
- Adobe Creative Suite
- Spreadsheets
- HTML and CSS
- MS Office and Google Suites
- Final Cut Pro
- Web Design
- PDI