

William J. Fleming

File
resumes

Sent to
M. Waldman
9/17/96

5513 30th Place, N.W.
Washington, DC 20015-1209
(202) 244-5190

August 14, 1996

Jennifer M. O'Connor
Special Assistant to the President
The White House
Washington, DC 20500

Dear Ms. O'Connor:

Recently, through Holy Trinity Church, I've had the pleasure of getting to know your father.

In one of our many conversations, he told me of your interesting and outstanding work in New York Democratic campaigns, and subsequently, The White House.

I've long envisioned working at some level of the Washington political scene, and have often found it useful to talk to people like yourself.

By trade or craft I am a speechwriter, with a master's degree in public communication. I am interested in a variety of issues – environmental, urban, airports and infrastructure, health, immigration, and the problems of inner-city youth. As I use it here, "interest" does not mean "expertise," but I consider an issues-oriented, career-building opportunity my chief goal at this time.

I can imagine how hectic things must get at The White House, but would love to meet you, if possible, at your convenience. Currently, I'm about to become involved with Clinton-Gore '96 as a surrogate speaker, and your father suggested I meet Brian Foucart. He also said he'd forward you a copy of my resume.

Thanks for your consideration, and I look forward to whatever advice or guidance you can provide.

Sincerely,



William J. Fleming
attachment

WILLIAM J. FLEMING
5513 30th Place N.W.
Washington, DC 20015-1209
(202) 244-5190

Speechwriter / Public Affairs Strategist

Position in a political or public affairs environment where the ability to craft a message, work critical audiences, and strategize positions and issues would be of value.

- **Speechwriter to a presidential appointee...**with the Under Secretary of Commerce for Travel and Tourism, developed the successful effort to promote public-private partnering in tourism trade. Upon four major appearances before industry groups, the Under Secretary was credited with reversing the post-Gulf War decline in tourism traffic while building key support among industry leaders – all while having no travel industry experience of his own.
- **Degreed at the graduate level in public communication** from the School of Communication at The American University, specializing in message development, press release and speechwriting, research, understanding public opinion and attitudes, and strategies to enhance the “face” of issues, people, and organizations.
- **Demonstrated collaborative experience** working with senior-level managers in a variety of better-known Washington, D.C. organizations, including lobbying and law firms, associations, government, and the private sector.
- **Skilled in the art of public contact...**served as a principal point of contact to investors, government, and the media at the Investment Company Institute; hired, trained, and directed telemarketing staffs in eight Chicago area locations; a former customer service representative for AT&T and skilled public speaker.

Professional Summary

Administrative Assistant

1995 – Present

Ad-van-tage; Graham, Inc; Washington, D.C.

Work a variety of better-known Washington, D.C. settings by assignment. Positions stress flexibility, knowledge of the latest office software applications.

Writer

1995

Public Affairs Group, Inc., Washington, D.C.

Wrote periodic “technology trends” reports including compendium of trends of special interest to a major telecommunications client. Co-author of a 1995 report, “Women and Technology.”

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Staff Assistant – Research, Information Services
Investment Company Institute, Washington, D.C.

1994 – 95

Functioned as a principal point of contact on information, studies, and data requested by members, government overseers, and the media. Researched domestic and international topics of the mutual fund industry; performed all administrative and logistical support to the ICI research department including development of charts, graphs, and tables used in publications and presentations.

Speechwriter / Freelancer

Ongoing

U.S. Department of Commerce (1991); National Food Processors Association (1993); others, Washington, D.C.

- With the U.S. Under Secretary for Travel and Tourism and senior USTTA officials, developed the themes and messages used to promote public-private partnering in tourism trade.
- Interviewed the key players of the U.S. food processing industry, writing an article on the value of associations.

Administrative Assistant

1990 – 94

Various temporary agencies, Washington, D.C.

Customer Service Representative

1989 – 90

AT&T, Itasca, Ill.

Handled incoming calls on AT&T's main customer service line, 1-800-222-0300. Resolved long distance bill disputes, ordered service changes, calling cards, and equipment over the Residence Customer Account Management System (since upgraded to windows). Functioned as an intermediary between customers and local exchange carriers. **Employee of the Month** (150-person office), December 1989; cited numerous times for customer service excellence.

Education

M.A., Public Communication

The American University, Washington, DC

B.A., Political Science

Benedictine University, Lisle, IL

Skilled in a variety of popular office software applications, including Microsoft Word, Access, Excel, PowerPoint, WordPerfect for Windows (6.0 and 6.1), WordPerfect 5.1, Harvard Graphics, and Lotus. Typing speed: 70 WPM. Proficient on the Internet.

Lived one year in Quito, Ecuador. Fluent in Spanish.

Party Affiliation: Democratic

References furnished upon request