

FAX COVER SHEET

TO: Jennifer Klien
FAX: 202-456-2878

FROM: Tom Klouda
VOICE: 301-996-7619

DATE: March 26, 1996

PAGES: 2

Dear Ms. Klien:

Thank you very much for speaking with me today and for your time and consideration.

As I mentioned in our phone conversation, I am trying to start a new career on Capitol Hill. Having conducted several informational interviews, I am quite certain that I am looking for a legislative position in health care with a Democratic member. I would appreciate any suggestions you might have concerning offices I should investigate or people with whom I should talk.

Attached is my resume. I will contact you again soon to discuss any recommendations you may have.

I hope we will be able to meet sometime in the near future. I think it is very beneficial to place a face with the name.

Thanks again for your time.

Respectfully,

Tom Klouda

Thomas J. Klouda
KLOUDATJ@AOL.COM
301-996-7619

Illinois Address
3507 56th Street Court
Moline, Illinois 61265
309-764-0508

Washington DC Address
8701 37th Avenue
College Park, MD 20740
301-935-6113

- Objective:** A legislative position with a Democratic member of Congress.
- Education:** MBA, University of Chicago, Chicago, Illinois. 1993
Concentrations in Finance, Marketing, and Statistics
Certification from the Graduate Program in Health Administration and Policy

BA in Anthropology, Grinnell College, Grinnell, Iowa. 1991
Board Member, Alumni Association
Class Fund Director
- Professional Employment:** John Deere & Company, Moline, IL. *Corporate Finance & Debt Sales*. 1993 - 1995
University of Chicago, Chicago, IL. *Fund-raiser*. 1991 - 1992
The Joffrey Ballet, New York City, NY. *Marketing Intern*. 1989
The John F. Kennedy Center, Washington, DC. *Friends Intern*. 1988
- Political Experience:** Volunteer campaign staff for U.S. Senate candidate Carol Moseley-Braun.
Candidate for a seat on the Rock Island County Board.
"Get Out the Vote" and canvassing efforts with NARAL Illinois.
- Research:** Completed over twenty-five substantial research projects.
Expertise in business, finance, health care, arts management and academia.
Managed project reports to be thorough, concise and executable.
Proficient with Lexis/Nexis, Dialog, UMI products, Legi-Slate and NewsEdge.
- Communication:** Accomplished written and oral skills in business and academia.
Professional presentation skills.
Experienced improvisational comedy performer.
Knowledge of French and German.
- Interpersonal:** Designed and conducted informational interviews and surveys.
Successful telemarketer and cold caller in fund-raising and sales.
Proven teamplayer and salesperson in the short-term debt market.
Very effective and comfortable in high pressure / high stress situations.
- Professional Interests:** Health Care / Prenatal Care Policy
Gender Equity and Family Policy Issues
Politics and Political Campaigns
Information Technology
Opinion Research
Education

TO: Ms. Jennifer Klein
fax: 456-2599

12 February 1996

Dear Jennifer,

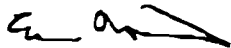
Thank you for your encouragement. Enclosed is a better laid-out resume and a bit more of my background experience.

I have just returned to the US after working for three years in Hong Kong as the principle assistant to Legislator Christine Loh, one of the leading politicians in Hong Kong. For most of last year, I worked to re-elect Ms. Loh. I was responsible for drafting campaign literature and directing volunteer efforts. In September, Ms. Loh won a sweeping victory over a heavily backed, pro-Beijing candidate. Her victory was seen as a tribute to extensive outreach efforts in her district and her strong stance on democracy.

As Ms. Loh's principle assistant, my job was also to draft policy speeches, media articles and press releases. I was expected to form positions on a wide range of new policy issues by meeting with constituent groups and establishing a base of trusted professional experts. Hong Kong is, of course, not America. But the issues that I dealt with seem very similar to the concerns of the electorate here. I worked closely on issues that ranged from human rights, to energy policy, to environmental/industrial policy, to public transport financing, to rebuilding old communities. I wrote a 12 point Action Plan on Gender Equality. My work also required close media contacts and getting our positions into the press.

I am looking to apply my skills and recent election experience to a political office here. I would be grateful if you could pass my resume to anyone looking to fill such a position. Call anytime and I hope to meet you for coffee soon.

Many Thanks,



Evans Ward
202-452-7669

EVANS WARD

Tel: #202-452-7669 1705 P St. NW Apt. #3, Washington, DC 20036

EDUCATION

1986-1990

NORTHWESTERN UNIVERSITY

EVANSTON, IL

- Bachelor of Arts in History and Philosophy.
- High Honors in Philosophy for Thesis: "The Use of Social Values in Advertising."
- GPA 3.5 Philosophy 3.7 History 3.5
- Men's Lacrosse 1986-1990, Co-captain 1989-1990.

1983-1986

TAFT SCHOOL

WATERTOWN, CT

- Graduated top fifth of class.
- Extensive involvement in student government.

EXPERIENCE

1993-1995

SENIOR LEGISLATIVE ASSISTANT & CAMPAIGN AIDE, LEGISLATOR CHRISTINE LOH

HONG KONG

- Principle aide to Ms. Loh during her successful 1995 election campaign and key phase of Hong Kong's transition to Chinese rule.
- Drafted campaign literature, organized volunteers and community outreach activities.
- Drafted policy speeches, media articles, press releases, budget questions, and Access to Information requests.
- Formulated policy positions on a wide range of issues such as human rights, health care, transport, environment, energy, social welfare, town planning and gender equality.
- Liaison point with media, government officials, NGO's and constituents.
- Directed the judicial complaint charging the Government with failure to prevent monopoly abuse by Hong Kong's electric utilities.

1993

ENVIRONMENTAL CONSULTANT, ENVIRONMENTAL CAMPAIGN COMMITTEE

HONG KONG

- Independent consultant hired to write, design and advise on 'Home Energy Savings Action Plan' pamphlet and campaign.
- Budget \$25,000: 150,000 copies.

1992

OWNER, EVANS WARD SCULPTURE AND DESIGN

CHICAGO, IL

- With own designs, began a successful furniture company and sculpture studio.
- In eight month period, had sales of \$40,000.
- Completed seven large scale sculptures, exhibited in three galleries and six art fairs.

1990-1991

PRODUCTION MANAGER AND WELDER, JANET BENES STUDIOS

CHICAGO, IL

- Helped increased sales from \$13,000 to \$85,000 per annum.
- Paid apprentice to sculptor Maryrose Carol and minimalist sculptor Sol Lewitt.

VOLUNTEER

1995

ORGANIZER, WAN CHAI URBAN RENEWAL CONCERN GROUP

HONG KONG

- Helped organize and represent poor tenants in urban renewal projects.
- Lobbied for laws to open the town planning system and compensation negotiations.

1994-1996

FOUNDING MEMBER, COMMUNITY ACTION FOR AIR QUALITY & HEALTH

HONG KONG

- Organized community workshops, street polls and media events aimed at solving Hong Kong's air pollution problem.
- Budget \$70,000

1991-1992

TUTOR, CABRINI-GREEN PUBLIC HOUSING PROJECT

CHICAGO, IL

- Twice weekly tutoring of underprivileged school children.
- Recruited over fifteen new volunteers for a one year commitment.

March 6, 1996

Ms. Jennifer Klein
Senior Policy Advisor
Domestic Policy Council
The White House
1600 Pennsylvania Avenue, NW
Washington, D.C. 20500

Dear Ms. Klein,

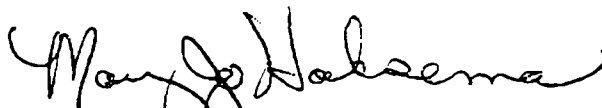
Please allow me to introduce myself: I am Mary Jo Hoeksema and I am a Presidential Management Intern at the National Institutes of Health. I am currently working with Karen Pollitz and Rich Tarplin at the Department of Health and Human Services/Assistant Secretary for Legislation. I am writing you to inquire about doing a rotational assignment in your office.

As my resume attests, I have had several years of experience working in a variety of legislative positions, covering a wide range of domestic issues. While most of my experience has been in health care policy, I have also worked on issues involving welfare reform, women, seniors, children, veterans, crime, American Indians, civil rights, education, and housing. During my PMI experience, I have done rotations in the NIH Office of Human Resources, NIH Office of Legislation and Policy Analysis, and the Assistant Secretary for Legislation (ASL) at the Department of Health and Human Services.

I admire the work that the DPC has conducted during the Clinton Administration. Therefore, I would be honored to spend a portion of my internship assisting you and your staff. As you may know, your office would not be required to compensate me in any way as my salary is paid by NIH.

I will be contacting you to arrange an appointment at your convenience. However, if you would like to reach me, please feel free to contact me at home or work. You can contact me at work at (202) 690-7450. Thank you very much for your consideration of my request. I look forward to speaking with you in the near future.

Sincerely,



Mary Jo Hoeksema
Presidential Management Intern

Enclosure

Mary Jo Hoeksema
150 Century Drive, #4318
Alexandria, VA 22304
(h) (703) 823-6177, (w) (202) 225-3661

Education

George Washington University, Washington, D.C.; Graduated May 1993 with Honors
Master of Public Administration and Health Care Policy
Awarded 1992 Wolcott Tuition Fellowship
1995 Presidential Management Intern

University of New Mexico, Albuquerque, N.M.; Graduated December 1989 with Honors
B.A. in Political Science and History
1985-89 Presidential Scholarship Recipient

Experience

Legislative Assistant, U.S. Rep. Rosa DeLauro, 1994 - ~~present~~ July 1995

- Advised Member, developed legislative initiatives, and media strategies in following issue areas: crime, health, seniors, welfare, children, education, housing, and veterans.
- Drafted and secured passage of amendments to the 1994 crime bill, Elementary and Secondary Education Act, 1995 Defense Appropriations bill and 1995 HUD, VA Appropriations bill
- Prepared speeches, talking points, briefing material, floor action memoranda and correspondence for Member, constituents, government officials, and press
- Planned district events, press conferences, and other public activities
- Represented Member on House Appropriations Committee, Congressional Older Americans Caucus, Arts Caucus, and Urban Caucus
- Participated in Democratic Whip Task Force meetings on the 1994 crime bill and Fiscal Year 1995 appropriations legislation
- Prepared oral and written testimony for Member's appearance before the House Appropriations and Rules Committees

Assistant Director of Govt. Affairs, National Association for Home Care, 1993

- Lobbied Members of Congress and their staff on issues important to home health care providers and hospices, including health care reform and the national budget
- Prepared and delivered speeches to members of NAHC at state and national conferences
- Analyzed proposed legislation and developed legislative and media strategies
- Researched and wrote articles for association newsletters
- Prepared Congressional testimony for NAHC president and board members
- Participated in meetings and press conferences at White House on health care reform
- Prepared position papers for Members of Congress, their staff and the media
- Represented organization at fundraisers for Members of Congress

Resume of Mary Jo Hoeksema [Work Experience, continued] Page 2

Legislative Correspondent, U.S. Senator Jeff Bingaman, 1990-1992

- Responsible for correspondence and legislative duties in following issue areas: health, civil rights, American Indians, seniors, and the judiciary
- Drafted and negotiated legislation regarding Medicare homebound proposal
- Planned special events and press activities
- Spoke on behalf of Member at public speaking engagements
- Prepared briefing material for Member's appearances at Labor and Human Resources Committee hearings and meetings
- Analyzed proposed legislation and developed legislative and media strategies
- Supervised interns and coordinated their activities

National Scoville Fellow, Council for a Livable World, Winter 1990

- Coordinated grassroots projects with local elected officials
- Organized press conferences, prepared press briefing material and wrote op-eds
- Met with Members of Congress and their staff to discuss latest arms control issues
- Researched issues and prepared fact sheets for Members of Congress and their staff
- Interviewed Congressional candidates for endorsement by Peace PAC

New Mexico Governor's Fellow, Summer 1989

- Assisted the Secretary of the New Mexico Health and Environment Department
- Researched and wrote component of the 1989 State Mental Health plan

Internships

AFL-CIO Employee Benefits Department, Washington, D.C., Spring 1993

Democratic Congressional Campaign Committee Research Division, Washington, D.C., Fall 1992

City of Albuquerque, NM, Department of Parks and Recreation Public Affairs Office, Fall 1989

New Mexico State Legislature, Santa Fe, NM, 1989 Winter Session

Other Skills

Proficient in American Sign Language

Fluent in WordPerfect and WordPerfect for Macintosh, and familiar with Lotus 1-2-3

Extensive experience with Legis, Legislate, and AP Wire databases

MEMORANDUM

To: Jen
Fr: Sabrina
Re: resume
Da: January 16, 1996

Here's the resume I mentioned to you over the phone today.
Her name is Amy Mezulis; I knew her at Harvard.

She says she'll do anything, but I think her interests lie
in the policy side of things.

Let me know if you hear of anything.

Amy Mezulis

708 Evelyn Ave.
Albany, CA 94706

Phone: 510-524-2698 (CA)
703-823-0796 (DC)

EDUCATION

- * **University of California, Berkeley, CA (1994-1995):** Political Science MA/PhD Program; MA received December 1995; Cumulative GPA: 3.7; MA Thesis: "International Criminal Prosecution: Normative Change in the UN"
- * **Harvard University, Cambridge, MA (1990-1994):** BA in Government *cum laude* received June 1994; Honors: Dean's List, John Harvard Scholarship, Elizabeth C. Agassiz Scholarship; Cumulative GPA: 3.7; GREs: 780 Verbal, 770 Analytic, 770 Quantitative;
- * **Santa Rosa High, Santa Rosa, CA (1987-1990):** Graduated #1 in class of 580; College preparatory curriculum; SATs: 630 Verbal, 730 Math;

WORK EXPERIENCE

- * **Graduate Student Instructor, UCB (August - December 1995):** Teach four hours of discussion weekly with upper-class college students in conjunction with a Political Science course entitled "War and Politics in History"; prepare presentations, assignments and exams; act as liaison between professor and students; grade exams and term papers. Reference: Elizabeth Kier, (510) 642-6467.
- * **Research Assistant, Professor Steve Weber, UCB (May - October 1995):** Developed innovative ways to present international relations theoretical and analytical material to undergraduates; created visual aids, graphs, charts and slide presentations; researched lecture material to update course. Reference: Steve Weber, (510) 642-6467.
- * **Editor, Jonathan Mercer, Stanford University (August 1995):** Prepared for publishing a book on 'reputation' in international politics; edited for style and content .
- * **Senior Clerk, University Research Expedition Program, UCB (August 1994 - August 1995):** Designed, proofed and marketed program information; assisted program coordinators; deposited contributions; maintained database. Reference: Anne Forrest, (510) 642-6586.
- * **Reader, Political Science 123, UCB (Fall 1994; Fall 1995):** Created grading guidelines; graded midterms and final exams for upper division undergraduate international relations course. Reference: Elizabeth Kier, (510) 642-6467.
- * **Accounting Assistant, Harvard Student Agencies, Harvard University (1993-1994):** Documented financial transactions for 12-company student corporation; deposited daily cash; assisted financial advisor. Reference: Cynthia Lingley, (510) 495-3030.

RELATED EXPERIENCE AND SKILLS

- * **Leadership Experience:** Chaired committee and represented student body in undergraduate student council (Harvard 1990-1993); Represented student interests on University health committee (Harvard 1991-1992); Sonoma County Young Woman of the Year (1990);
- * **Travel:** Extensive travel through Europe (Summer 1992, Spring 1993); Studied at the University of London (Winter 1993).
- * **Other Skills:** Proficient in WordPerfect, Word for Windows, Windows 95, Excel, Quicken, Paradox, Powerpoint; Internet user; strong Spanish language skills; basic German language skills; avid reader; active athlete.

EVANS WARD

Tel: #610-896-6547

410 Mulberry Lane
Haverford, PA 19041

- EDUCATION** ***NORTHWESTERN UNIVERSITY*** EVANSTON, IL
- 1986-1990
- Bachelor of Arts in History and Philosophy.
 - High Honors in Philosophy for Thesis: "The Use of Social Values in Advertising."
 - GPA 3.5 Philosophy 3.7 History 3.5
- 1983-1986 ***TAFT SCHOOL*** WATERTOWN, CT
- Graduated top fifth of class.
 - Extensive involvement in student government.
- EXPERIENCE** ***LEGISLATIVE COUNCILLOR CHRISTINE LOH*** HONG KONG
- 1993-1995
- Principle aide to Ms. Loh during her successful 1995 election campaign and key phase of Hong Kong's transition to Chinese rule.
 - Drafted policy speeches, media articles, press releases, budget questions, and Access to Information requests.
 - Formulated policy positions on a wide range of issues such as human rights, health care, transport, environment, energy, social welfare, town planning and gender equality.
 - Liaison point with media, government officials, NGO's and constituents.
 - Directed the judicial complaint charging the Government with failure to prevent monopoly abuse by Hong Kong's electric utilities.
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- Independent consultant hired to write, design and advise on 'Home Energy Savings Action Plan' pamphlet and campaign.
 - Budget \$25,000: 150,000 copies.
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- With own designs, began a successful furniture company and sculpture studio.
 - In eight month period, had sales of \$40,000.
 - Completed seven large scale sculptures, exhibited in three galleries and six art fairs.
- 1990-1991 ***JANET BENES STUDIOS*** CHICAGO, IL
- Production manager and metal fabricator.
 - Helped increased sales from \$13,000 to \$85,000 per annum.
 - Paid apprentice to sculptor Maryrose Carrol and minimalist sculptor Sol Lewitt.
- VOLUNTEER** ***WAN CHAI URBAN RENEWAL CONCERN GROUP*** HK
- 1995
- Helped organize and represent poor tenants in urban renewal projects.
 - Lobbied for laws to open the town planning system and compensation negotiations.
- 1994-1995 ***COMMUNITY ACTION FOR AIR QUALITY & HEALTH*** HK
- Founding member
 - Organized community workshops, street polls and media events aimed at solving Hong Kong's air pollution problem.
 - Budget \$70,000
- 1991-1992 ***CABRINI-GREEN PUBLIC HOUSING PROJECT*** CHICAGO, IL
- Twice weekly tutoring of underprivileged school children.
 - Recruited over fifteen new volunteers for a one year commitment.

立法局議員陸恭蕙辦事處
OFFICE OF CHRISTINE LOH . LEGISLATIVE COUNCILLOR

TO WHOM THIS MAY CONCERN

Evans Ward worked as my legislative assistant from the summer of 1993 to the end of 1995. He was my principle aide researching economic, transport, infrastructure development, environmental, town planning and public health issues. He has also helped me to work on several social welfare issues and constituency cases. During this time, Evans built-up an impressive amount of expertise and contacts. He was able to link together diverse issues and develop workable policy frameworks to carry forward my legislative work. In many ways, Evans has "discovered" his aptitude and interest in public policy over the last two years, resulting in a dramatic learning curve in a relatively short period of time.

Evans is an ideal research assistant. He is interested, tireless, critical and innovative. He is also hardworking and determined to improve his skills. From having zero experience in writing policy papers, speeches and press releases, Evans is now able to do a fine job. He will improve upon the level of skill he already has given the opportunity to do so, however, his greatest asset to any employer today is his energy, positive attitude and intelligence. Evans has the great combination of logical thinking, practical attitude to getting things done, creativity and commitment to the public interest. He has a nose for trends of things to come and can develop even further in this area, making him an invaluable asset to any politician's office.

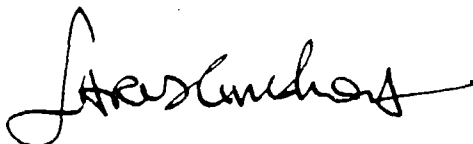
He is a well-balanced young man. While working hard in the office, he is also a good networker in the community. He is friendly and interested in people. His outside interests have often helped the office to identify volunteers, experts in various fields and he has had great success working with local Chinese people. It is a great tribute to him that he is considered a friend by local people whom he has worked with. Evans' own very pleasant and open nature enables him to put people at ease. Not only is he able to do hard-headed policy research, but he is also able to take care of constituency cases.

Evans also managed to develop many solid relationships with civil servants, whose support was crucial for his research work. They often took him into their confidences and gave him valuable information. I believe many of them are impressed by him.

He was a great asset during my successful election campaign in the summer of 1995. Not having run an election before, we had to do things by trial and error. This was where Evans energy and analysis were crucial to keeping the entire team moving forward at all times. He was part of my core strategy group and helped draft voter information and organize volunteers. No job was too troublesome for him.

As for relations in the office, Evans got on well with his colleagues. He was always willing to try and understand them to see how their relationship could improve. I believe he will be very much missed by other members of the office. Evans would make a fine assistant for anyone in a senior position since he has the ability to work independently and he has great initiative. I will certainly miss him and I have no hesitation to recommend him highly to anyone in political office, or who needs a strong researcher.

Yours Sincerely



Christine Loh
Legislative Councillor
23rd November, 1995