

Caleb A. Miller

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WORK EXPERIENCE

Lilly & Company

Account Executive

August 2020 – Present

1005 Congress Ave., Austin, TX 78701

- Assisted on election campaigns for members of the U.S. House of Representatives, Texas House & Senate, and state-wide offices in Oklahoma and Arkansas.
- Traveled with elected officials to campaign meetings and assisted in the management of schedules for candidates and elected officials.
- Everyday tasks included scheduling meetings, preparing campaign finance reports, compiling election petitions, paperwork, and answering calls from both constituents and donors.
- Utilized software to target new prospects and donors to contribute to clients
- Executed detailed briefs for clients prior to meetings and events while providing efficiency, punctuality, and professionalism for the firm.

Latshaw Drilling

Floor Hand

May 2017 – August 2017

4500 S 129th E Ave #150, Tulsa, OK 74134

- Worked 60 hours/week for 2.5 months.
- Duties included inspecting and maintaining equipment, performing mechanical repairs and maintenance, making connections while working and assisting.
- I was responsible for housekeeping activities on the drilling rig and surrounding areas which includes at a minimum chipping, mowing, painting, and chipping.

City of Edmond Arcadia Lake Staff

Gate Manager and Lake Fee Collection

May 2015 – August 2016

7 N Broadway, Edmond, OK 73034

- Controlled the influx of traffic into the park and took fees to allow access into the park.
- Performed maintenance on boat docks, camp sites, and the park to make sure protocol was being enforced.

EDUCATION & LEADERSHIP

Texas A&M University

B.S. in Political Science

College Station, Texas

GPA: 3.00

- **Vice Chair of Development for MSC Student Conference on National Affairs (SCONA) 65 2018-2020**
 - SCONA provides programs for students across Texas, the nation, and the world to exchange ideas and discuss the role of the United States in the global community.
 - Responsible for programming events, delegating committee unity, enhancing relationships with SCONA alumni, researching current events, and overseeing a budget of \$55,000.
 - Supervised three subcommittees of 20 members and delegated to four directors.
 - Worked with a team to plan, coordinate, and execute SCONA 65 Conference while raising \$45,000 over two years.
- **Summer European Academy Summer 2019**
 - Traveled to Germany, Poland, Belgium, and France.
 - Took classes at the University of Passau, University of Warsaw and met with distinguished officials within government institutions in Belgium and France to learn about national security, populism, elections, and more.
 - Examples include French Foreign Ministry, Sejm, EU Parliament, EU Counsel, and more.
- **Fish Camp Counselor Camp Thompson '18-'19 and Camp Hart '19-'20**
 - Served as a counselor to 300 incoming freshmen at Texas A&M University.
 - Led small group discussions and assisted freshman during the transitional phase of their first year of college.

SKILLS & INTERESTS

- **Skills:** R Studio Programming; CAMTRACK; Microsoft Excel, Microsoft Word, Microsoft PowerPoint, public speaking
- **Interests:** asymmetrical warfare; agriculture; local/state government; public service; national affairs; nuclear politics