

AMANDA HATHAWAY

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RELEVANT SKILLS

- Intermediate level experience in Microsoft Suite
- Writing to a variety of audiences with consistent messaging
- Knowledge and understanding of Washington's legislative processes
- Deadline driven while multi-tasking numerous priorities
- Work well independently, as well as on a team, and amongst stakeholders and colleagues with different levels of authority

EDUCATION

JUNE 2011

BACHELOR OF ARTS, UNIVERSITY OF WASHINGTON
Communications major, business minor

RELEVANT EXPERIENCE

NOV. 2021 - CURRENT

LEGISLATIVE AND RULES COORDINATOR, DEPARTMENT OF COMMERCE

At the Department of Commerce (COM), I am on a small but mighty team that requires us all to wear many hats. The divisions handle most of their own reviews and assignments, where I bring us all together for discussion and preparation for meetings with my agency director. My position at the Department of Commerce has the legislative duties listed below in some relation along with:

- Preside on agency rulemaking hearings and be the main point of contact between the State Registrar and COM.
- Collaborate with the divisions and bring them together for meetings with legislators, internal and external stakeholders, and constituents
- Assist with special policy projects from the Legislature with research and advising.
- Review legislative reports, and coordinate them through the internal processes and OFM process before sending off to the Legislature for public distribution.
- Be the main contact for legislators and their assistants with constituent questions or requests for presentations and organize the response/presentation for it.

May 2016 – NOV. 2021

COMMUNICATIONS AND LEGISLATIVE SPECIALIST, UTILITIES AND TRANSPORTATION COMMISSION

At the Utilities and Transportation Commission (UTC), I started handling internal legislative affairs in June 2017 as a legislative, policy, and communications assistant. A year later I was promoted to our communications and legislative coordinator, then in 2020 promoted to specialist. I had the same job duties throughout the years but gained responsibilities through promotion. My duties were split 50/50

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with Communications and Legislation but am 100% Legislation during session and manage our internal affairs program.

My legislative duties included:

- Reviewing all bills submitted through the Legislature and assign bill analyses (via LobbyGov) to staff when they pertain to the agency, ensure they are completed correctly and on time, and present them to leadership when necessary.
- Assigning fiscal note requests from OFM to staff, review and make sure they are properly completed, present controversial and high-cost notes to leadership, then input the information in OFM's fiscal note console for the Legislature and Governor's office.
- Prior to session, creating and presenting trainings on how to correctly complete bill analyses and fiscal notes.
- Submitting agency request legislation in BATS and help with stakeholder outreach prior.
- Post session, working with the legislative liaison to present a wrap-up to leadership and create a plan with timelines and deadlines to follow through on the items that came out of session.
- Attending/watching committee meetings and bring pertinent information and research back to leadership.
- Sitting on workgroups we are hosting or are involved with, as well as facilitate them.
- Throughout the year, be the point of contact for legislators and their aides, constituents, stakeholders, regulated companies, etc., and assist on any requests they may have by their deadline.
- Researching our RCWs and WACs to pull information needed to support our regulatory authorities.
- Managing numerous platforms, including LobbyGov and EasyLMS, and provide trainings on how to use them.
- On the Communications side, I wrote press releases, talking points for media interviews, social media blurbs, website text, fact sheets, newsletters, and other publications, as well as graphic design and did outreach events and presentations.

ACTIVITIES

July 2020 – current

[Patient Advocate](#) - WA Family Building Coalition

In my free time, I volunteer on a coalition to get a bill passed requiring mandated fertility coverage. A report is currently being written by a consultant through OIC from a proviso in the 2022 Legislative Session. A bill with House and Senate sponsors is queued up and ready for introduction once the report is finalized.

April 2021 – Nov. 2021

[Legislative Officer](#) - UTC EDI Committee

It was my responsibility to keep the committee up to date of state and federal-level bills related to EDI. Although I am no longer on an EDI Committee (COM doesn't have one), I am still committed to continuing my anti-racist journey.

April 2014- April 2016

[Vice President of Education](#) - Toastmasters

I monitored the progress of members as they fulfill their speech requirements, provided the weekly agenda, and acted as President when he was unavailable.