

# JUDY ZOHNER

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## SUMMARY

Background includes administrative background with an emphasis on public contact and teamwork

### **1988 - 2008 NEBRASKA LEGISLATURE**

- \* Research Analyst
- \* Responsible for constituent/senator/agency inquiries
- \* Coordinated and participated in statewide facility tours for Legislature's Building/Maintenance Committee

#### **Senior Legislative Aide:**

- \* Researched and drafted legislation/constituent correspondence
- \* Met with agency representatives on legislation/constituent concerns
- \* Organized testifiers and prepared testimony for public hearings
- \* Testified at public hearings
- \* Prepared speeches for senator/newsletter for thirteen district newspapers

#### **Administrative Aide/Committee Clerk**

- \* Answered office phone/maintained senator's calendar & expense Vouchers
- \* Maintained files for legislation, correspondence, committee material
- \* Recorded hearings/prepared notes from public testimony

### **2007 - 2007 NEBRASKA FARM BUREAU FEDERATION**

- \* Registered lobbyist/research position during 2007 Legislative session
- \* Tracked bills/wrote summaries for federation's statewide annual meeting

### **1974 - 1987 NEBRASKA LIQUOR CONTROL COMMISSION**

#### **Administrative Division Manager**

- \* Prepared payroll for 35 employees; assisted with agency budget
- \* Court Reporter during Commission's monthly hearings
- \* Supervisor for receptionist/clerical divisions

## ADDITIONAL SKILLS

Word Perfect, Excel, Outlook, Typing Speed 65 wpm, Data Entry, Multi-Line Phone Systems

## TRAINING/EDUCATION/CIVIC ACTIVITIES

Stevens College/Doane College; Political Science ♦ Grand Island Law Enforcement Training ♦ Reserve Officer Certificate ♦ National Management Association ♦ State of Nebraska ♦ Lincoln's Downtown Neighborhood Association President ♦ Lincoln Mayor's Conference Committee & Planning ♦ Representative for Lincoln's Downtown Neighborhood Association