

# SKYE HENNING

3205 BALDWIN DR. W. ♦ TALLAHASSEE, FL ♦ SKYEJDHENNING@GMAIL.COM ♦ 850.510.3569

## PROFILE

Versatile skill set with experience in project coordination, project management, research, and service. Detail-oriented worker with extensive administrative experience. Strong interpersonal skills with experience mediating high stress situations. Policy and legislative research background. In depth understanding of the criminal justice system through extensive experience working relationship with criminal justice state agencies.

## PROFESSIONAL EXPERIENCE

### CHIEF OF STAFF AND SPECIAL PROJECT COORDINATOR , 2023-PRESENT, WELLBEING & EQUITY INNOVATIONS (JUSTICE SYSTEM PARTNERS COLLABORATION)

- Provide project coordination support to the Chief Executive Officer including implementing and supervising project management platforms.
- Evaluate, manage, prioritize, and route requests, inquires, and/or comments from staff, the community, key stakeholders, and the press.
- Prepare a variety of materials including correspondences, reports, forms, agendas, meeting minutes, and material preparation for meetings.
- Perform special projects, research, and confidential assignments for the Chief Executive Officer.
- Coordinate and maintain advisory committees work and other stakeholder collaborations.
- Develop and maintain comprehensive project documentation, record keeping systems, and reports.
- Monitor policy changes that may impact research implementation and/or progress.
- Maintain calendar, planning and scheduling for all projects.
- Participate in weekly legislative and administrative meetings.
- Maintain and perform numerous day to day project operations and project coordination functions that support project implementation and policy dissemination.

### COORDINATOR, 2022-PRESENT, JUSTICE SYSTEM PARTNERS

- Provide project coordination support to the Principals including implementing and supervising project management platforms.
- Evaluate, manage, prioritize, and route requests, inquires, and/or comments from staff, the community, key stakeholders, and the press.
- Prepare a variety of materials including correspondences, reports, forms, agendas, meeting minutes, and material preparation for meetings.
- Perform special projects, research, and confidential assignments for the Principals.

- Coordinate and maintain advisory committees work and other stakeholder collaborations.
- Develop and maintain comprehensive project documentation, record keeping systems, and reports.
- Monitor policy changes that may impact research implementation and/or progress.
- Maintain calendar, planning and scheduling for all projects.
- Participate in weekly legislative and administrative meetings.
- Maintain and perform numerous day to day project operations and project coordination functions that support project implementation and policy dissemination.

**ASSISTANT TO THE DIRECTOR, 2020-2022, INSTITUTE FOR JUSTICE RESEARCH AND DEVELOPMENT, FLORIDA STATE UNIVERSITY**

- Provide project coordination support to the executive director including implementing and supervising project management platforms.
- Evaluate, manage, prioritize, and route requests, inquires, and/or comments from staff, University personnel, the community, key stakeholders, and the press.
- Prepare a variety of materials including correspondences, reports, forms, agendas, meeting minutes, and material preparation for meetings.
- Perform special projects, research, and confidential assignments for executive director.
- Coordinate and maintain IJRD advisory committees work and other stakeholder collaborations.
- Develop and maintain comprehensive project documentation, record keeping systems, and reports.
- Monitor policy changes that may impact research implementation and/or progress.
- Maintain calendar, planning and scheduling for all projects.
- Participate in weekly legislative and administrative meetings on behalf of the executive director.
- Maintain and perform numerous day to day project operations and project coordination functions that support project implementation and policy dissemination.

**ASSISTANT TO THE CHAIRMAN, FLORIDA COMMISSION ON OFFENDER REVIEW, TALLAHASSEE, FL 2018-2020**

- Provided extensive administration duties to ensure office success.
- Maintained and queried Criminal Justice Information Services requirements.
- Extracted critical Corrections Data Center system information.
- Provided additional support in high-pressure settings for leadership and team members.
- Managed and organized travel plans and events for official hearings around the state of Florida.
- Regular Institution visitations and correspondence with correctional residents and their family members in order to facilitate reviews.
- State statute and internal agency policy writing and research.

**LEGISLATIVE COORDINATOR, TIMMINS CONSULTING, TALLAHASSEE, FL 2016-2018**

- Served as liaison between branch offices and was responsible for fielding phone calls, coordinating with clients, and providing coordination supports.
- Reviewed, interpreted, and drafted legislative initiatives.
- Responsible for tracking bills throughout the legislative session for multiple initiatives.
- Consulted with legislative staff and lobbyists regarding upcoming legislation.

- Regularly monitored legislative committee meetings.
- Attended meetings with legislators and staff discussing policy and legislative direction.
- Drafted weekly legislative report to be distributed to firms' clients.

## **EDUCATION**

High School Diploma, Tallahassee, FL- 2016

Continuing College Education, Tallahassee Community College, Tallahassee, FL- 2019- current

## **SKILLS**

- Project Coordination
- Policy Research
- Legislative Tracking
- Conflict Resolution
- Decision Making
- Teamwork
- Written and Verbal communication
- Critical Thinking
- Interpersonal skills