



ANDREA C. VEROBISH

RELEVANT EXPERIENCE

Field Representative for Congressman Glenn "GT" Thompson, PA-15

JANUARY 2019 – PRESENT

United States House of Representatives (Ebensburg, PA)

- Writes over 150 grant support letters, recommendation letters, and commendations annually
- Organizes annual Agriculture Summit event for 175+ agricultural stakeholders
- Facilitates federal financing workshops, industry roundtables, and Opportunity Zone events
- Attends field meetings and develops relationships with constituents primarily in Armstrong, Clearfield, Elk, Jefferson and Indiana Counties.
- Learns and assists constituents with rapidly changing federal services including economic impact payment information, FEMA COVID funeral expense reimbursement, and broadband funding
- Communicates with municipalities, nonprofits, and service organizations to assist with SAMS accounts, grant research, and navigating federal funding opportunities
- Assists constituents with casework and communicates with federal agencies on their behalf

CONTACT

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(814) 934-3546

EDUCATION

Master of Public Administration

MAY 2011

GPA: 3.97

Bachelor of Arts in Political Science

DECEMBER 2009

Minors: Leadership and History

GPA: 3.82

Gannon University, Erie, PA

Legislative Aide for Senator John H. Eichelberger, Jr. 30th State Senatorial District

MAY 2015 – DECEMBER 2018

Senate of Pennsylvania (Hollidaysburg, PA)

- Assisted constituents with over 1000 pieces of casework dealing with state agencies
- Worked with constituents and state agencies to solve complex problems
- Communicated with state agencies and legislators to obtain information for constituents
- Shared information via in person meetings, telephone conversations, emails and letters
- Attended community meetings, trainings, and programs on behalf of the senator
- Organized 30 town hall meetings across the 30th district
- Planned an annual 4-H event with over 120 4-H students per year which focused on a different agricultural theme each year and government's role in agriculture
- Solicited business donations to fund 4-H event and scholarships for participants
- Served as a notary and completes various notary work
- Researched changes in legislation and communicates these changes to constituents
- Identified state program requirements and assists constituents in applying for state programs

Income Maintenance Caseworker, Pennsylvania Department of Human Services

DECEMBER 2014 – MAY 2015

Commonwealth of Pennsylvania (Altoona, PA)

- Completed training on Department of Human Services programs including Medicaid, SNAP, Cash Assistance and LIHEAP
- Made determinations on eligibility for various Human Services Programs
- Interviewed clients and requested documentation to determine eligibility
- Sent out notices to clients asking for more information or explaining determinations

SKILLS & ACTIVITIES

Proficient in Microsoft Office Suite, database management, social media, and website writing

Excellent oral and written communication skills

Strong ability to research, analyze and disseminate data

Detailed oriented and strong problem-solving skills

Large- and small-scale event planning skills

Public relations skills including public speaking, writing press releases, and creating marketing materials

Former President and current member of GFWC Hollidaysburg Area Women's Club

2020 Anne B. Anstine Excellence in Public Service Series Graduate

Penn State Extension RULE Leadership Program Scholar 2024-2026

Central PA Republican Women Council Member

Bishop Guilfoyle Academy Elementary Mom Volunteer

Blair/Cambria Young Republican Member

Main Street Manager, Hollidaysburg Community Partnership

MAY 2014 – DECEMBER 2014

Borough of Hollidaysburg (Hollidaysburg, PA)

- Oversaw daily operations and finances for a nonprofit organization committed to community revitalization and economic development
- Organized membership/sponsorship fundraising campaign of over \$30,000 to hold special events and fund nonprofit organization
- Coordinated, planned and executed community events for downtown Hollidaysburg
- Recruited community members to serve on nonprofit board and committees
- Marketed Hollidaysburg shopping district and uniqueness of the historic town
- Worked with the PA Downtown Center to ensure program follows state and national standards
- Applied for and received \$50,000 grant from DCED for façade improvement
- Administered state funding through facade improvement grant for downtown businesses
- Provided technical, marketing, and design assistance to local businesses
- Identified available retail space and recruits new business

PIMS Data Assistant, Alternative Education Assistant, and RtII Coordinator

JULY 2012 – MAY 2014

Greater Johnstown School District/ Cambria County Child Development Corporation (Johnstown, PA)

- Managed data entry, data maintenance, and data correction in GJSD's student information system
- Wrote, uploaded, and reviewed PA Information Management System (PIMS) reports
- Collaborated with school administrators, child accounting, and special education departments to ensure correct data is reported to the PA Department of Education (PDE)
- Participated in webinars, conference calls, and IU8 meetings to stay informed about PIMS requirements
- Responsible for office management of the Greater Johnstown Alternative Learning Center (GJALC)
- Maintained student files, attendance records, and child accounting forms for GJALC
- Coordinated tutoring activities for over 600 K-12 students
- Collaborated with administrators, teachers, tutors, and community partners in planning committees
- Developed training program and trained tutors based on PDE state curriculum standards

AmeriCorps Representative, Office of Service Learning

AUGUST 2011 – JULY 2012

Indiana University of Pennsylvania (Indiana, PA)

- Served as a liaison between the college and over 50 nonprofit agencies
- Collaborated with professors on service learning projects
- Recruited over 1500 volunteers for a total of 5000 community service hours
- Organized 14 blood drives that collected over 1000 units of blood
- Supervised a tutoring program for over 160 elementary school students
- Managed 4 student workers and 1 graduate intern
- Advised Hawk Rock student committee planning dance-a-thon fundraiser
- Planned several volunteer recruitment events and service activities
- Developed and implemented marketing strategies for volunteer events