**Catherine Sears Jury**

**Resume & Professional Narrative**

**Education**

* Urbandale High School, Graduate, 1973
* Grandview College,1973-75, 1980

**Work Experience**

Iowa House of Representatives

1973 - Present

In 1973 I started my career as an intern in the Iowa House of Representatives. Over the next 45 years, with some intermittent breaks to conduct campaign work, raise my son, or work in Governor Vilsack’s Administration, I held a variety of positions including:

* House Floor Clerk
* Secretary to the Minority Leader
* Administrative Assistant to the Majority Leader
* Confidential Secretary to the Speaker
* Administrative Assistant to the Speaker
* Administrative Assistant to the Chief Clerk
* For the last 15 legislative sessions, I have been a clerk to the current House Minority Whip.

Office of the Governor of Iowa, Thomas J. Vilsack

Director of Appointments to Boards and Commissions

1999-2001

* I ensured that the Governor met his responsibility to appoint members of over 200 boards and commissions that govern and advise departments within state government. I consulted with and advised the Governor, Lieutenant Governor, Chief of Staff and Policy Analysts on specific appointments. Additionally, I worked with department heads and division directors, lobbyists, industry leaders and other interested persons to recruit appropriate candidates for board and commission positions.

Coordinator of Judicial Appointments

1999-2000

* I assisted the Governor in his responsibility to appoint members of the district court, court of appeals and supreme court. I managed the scheduling of interviews, organized correspondence from citizens and other interested persons. Further, I ensured that deadlines regarding the naming of the appointees were met, including the notification of officials and press.

**Volunteer Experience**

* Volunteering has been a life-long passion which has been focused on family, faith, politics, and service to the underserved.
* I have volunteered for church activities serving as a deacon and an elder. Within the church I have spent time working on programs that provide assistance to the homeless and underserved. Additionally, I have worked with my church in helping women transition back into the work-force.
* For many years I volunteered as a teacher’s assistant at Fairmeadows Elementary School to support the students that had special needs.
* Over the last 12 years, I have served as the precinct chair for the Iowa Caucuses. Further, I have done extensive volunteer campaign work and have actively participated in the Iowa Caucuses as a precinct chair for 12 years. I am a committed volunteer for political campaigns and have engaged at the local, state, and federal levels.