

Missy Wigley

Writer

Lincoln, NE 68506

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402.560.2359

Results-focused and highly-motivated professional with successful experience in positions of increasing responsibility. Critical thinker who uses logic and reasoning to problem solve as well as assess the strengths of the approach. Strong track record of completing projects ahead of schedule. Skilled at compliance with federal and state regulations, coordinating multiple departments, budget management, event staging, public relations, research, and project oversight. Adept at prioritizing while responding to a wide variety of requests.

Authorized to work in the US for any employer

Work Experience

Freelance writer

IKOR

April 2018 to Present

- Research and write articles about the concerns of the aging population for the corporate newsletter and for use with franchisees.
- Draft talking points for media appearances by franchisees.

Functional Writer

Nelnet - Lincoln, NE

June 2015 to Present

- Respond on behalf of the U.S. Department of Education, Federal Student Aid to complaints filed by borrowers with the President, First Lady, U.S. Senators, U.S. Representatives, state attorney generals, and the U.S. Secretary of Education
- Provide detailed replies to complaints filed by borrowers with the Consumer Financial Protection Bureau, Better Business Bureau, and members of the company's executive suite
- Research accounts of highly-escalated borrowers based on all aspects of student loan servicing
- Evaluation under a performance-based structure
- Wrote procedure notes within three months of hire
- Handle personal information and maintain confidentiality in a highly regulated industry, including FBI clearance under a Public Trust Position

Coordinated Campaign Operations & Finance Director

Arizona Democratic Party - Phoenix, AZ

June 2014 to November 2014

Operations

- Administrated multi-million dollar annual budget in compliance with election laws, including processing of deposits, payables, payroll, and federal & state reports

- Oversaw fiscal operations for six entities, including three Democratic Congressional Campaign Committee frontline races
- Managed human resources for over 250+ employees
- Supervised operations for over twenty offices statewide, including reviewing and signing of leases, maintaining accounts payable, opening and closing of utilities, and contracting with vendors

Fundraising

- Planned and staged multiple annual fundraising galas, with one successful fundraiser fully executed in under five weeks from hiring date
- Synchronized with statewide and federal campaigns to ensure fulfillment of their coordinated campaign financial obligations
- Organized events for high-level Party officials, including the Democratic National Committee Chair, with one event for 200+ attendees planned and staged in less than seven days' notice
- Performed calls to individual donors for fundraising galas

Consultant

M.D. Langley & Associates - Spring Hill, TN
 April 2014 to June 2014

- Prepared compliance reports for congressional campaigns and state parties under federal and state election law as an independent consultant

Freelance writer

Herres Consulting - Lincoln, NE
 February 2014 to April 2014

February 2014-April 2014

- Researched and wrote a grant proposal, Transgender Voices in Nebraska, to Woods Charitable Fund as a freelance writer. The grant was funded in July 2014.

Deputy Director

Nebraska Democratic Party - Lincoln, NE
 January 2010 to November 2013

Deputy Director	May 2012-November 2013
Operations Director	March 2011-May 2012
Communications Director	January 2010-March 2011

Organization building

- Drafted and implemented long-term strategic plan using original data research and analysis
- Supervised trainings for candidates and volunteers. Developed curriculum, agendas, and marketing
- Managed special projects from voter registration drives, to opposition research, to community outreach
- Planned such large scale events as travel, itineraries, and events for 52 delegates and guests for the 2012 Democratic National Convention in Charlotte, NC, the 2012 state convention in compliance with state law and the by-laws of the Democratic National Convention, the 2010 state convention in compliance with state law, and quarterly organizational meetings with adherence to constitution & by-laws

- Operations

- Adhered to strict guidelines on word count, vocabulary inclusion, and subject matter

Director of Development

Access Ability, Inc - Lincoln, NE

1998 to 2004

- Directed audits of hotels, restaurants, and public facilities to conform to the regulations of the Americans with Disabilities Act, and wrote site specific reports

Education

Certificate in Fundraising Management

University of Nebraska - Omaha, NE

Masters in Theatre History

Florida State University

Bachelors in History and Theatre

University of Nebraska

Skills

DATABASE (10+ years), ADP (4 years), AS/400 (3 years), EXCEL (10+ years), PUBLISHER (4 years), Microsoft Office, Microsoft Excel, Social Media Marketing, Social Media Management

Publications

Spectrum Science, Grade 8 and Spectrum Science, Grade 7. McGraw-Hill Education, 2008

April 2008

International Bibliography of Theatre. Theatre Research Data Center, 1997

February 1997

Additional Information

Skills:

Copyediting, technical writing, election law compliance, and opposition research. Computer skills include AS/400, ADP, Inc., MailChimp, Constant Contact, Votebuilder, NGP, PT Database, LexisNexus, Word, Excel, Publisher, Blue State Digital, and social media.