

OWEN BOYD

PROFESSIONAL EXPERIENCE

SCHEDULER

Congressman Eric Burlison (MO-07)

Washington, D.C.

May 2026 - Present

- Serve as the primary point of contact for all meeting requests, events, and media appearances.
- Work with the Chief of Staff to prioritize the Congressman's time and delegate or decline requests.
- Plan and book the Congressman's travel, including weekly flights, hotels, and ground transportation.
- Stay current on House votes, committee hearings, markups, and other schedule changes.
- Prepare meeting summaries and provide reminders and background information to ready the Congressman for each commitment.
- Build and update the Congressman's daily schedule, both official and personal, in Microsoft Outlook and Google Calendar.
- Handle highly confidential meeting requests, subjects, attendees, and locations with discretion, including coordinating meetings in SCIFs and other secure locations.
- Process frequent travel and office reimbursements, and maintain receipts and documentation in accordance with House Ethics Committee rules and office procedures.
- Remain available outside normal office hours as the Congressman's point of contact for urgent scheduling, travel, and operational changes.
- Hire, manage, and train the seasonal temporary staff, and give feedback/performance reviews.

CONGRESSIONAL INTERN

Congressman Eric Burlison (MO-07)

Washington, D.C.

January - April 2026

- Assisted the Director of Operations and LC with scheduling and booking constituent Capitol tours.
- Sorted emails and calls using Indigov and helped staff in writing individual and group responses.
- Drafted lines of questioning for hearings and prepared issue-specific briefings for staff and Member.
- Worked with the communications team in drafting tweets, social media summaries, and op-eds.

CANVASSING TEAM LEAD

America PAC - Trump 2024

Nevada

October - November 2024

- Led a canvassing team focused on turning out low-propensity voters in the 2024 general election.
- Monitored canvasser progress, provided feedback, and ensured door goals were met each day.
- Worked closely with campaign staff to select daily canvassing locations and distribute door lists.

RECEPTIONIST

Castle Restoration and Cleaning

Moscow, ID

January - June 2025

- Led daily front office operations, including handling phone calls and greeting walk-in customers.
- Used QuickBooks to write invoices, record deposits, and compile employee weekly earning reports.
- Managed four employee schedules and helped the bookkeeper adjust time charts and cut checks.
- Made last-minute adjustments when customers canceled, jobs were delayed, or priorities changed.

ACHIEVEMENTS & QUALIFICATIONS

LEVEL UP SCHEDULER COHORT (2026)

Certificate of Completion

OPERATIONAL QUALIFICATIONS

Congressional scheduling, travel logistics, reimbursement documentation, and staff training.

Microsoft Outlook, Google Calendar, and QuickBooks.