



Colleen Zelenakas

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Profile

- Team player, recognized for leadership skills and promoting team efficiency through an established mentoring program with the FEC.
- Strong project management and time management skills; successfully prioritize projects and ensure all targets are met or exceeded.
- Organized, resourceful and efficient, ensuring objectives are consistently met on target.
- Highly motivated, results driven; always willing to explore new ways to meet targets and timelines.
- Experienced with event coordination; detail-oriented, and creative.
- Excellent communications skills.

Professional Experience

Senior Compliance Manager

DDC Advocacy, National Harbor, MD

August 2004 - Present

- Prepare and file campaign finance reports for up to thirty-five corporate and association clients representing over \$15 million in receipts per election cycle.
- Advise clients on political action committee (PAC) operations, campaign finance law and disclosure reporting on the federal and state level; encourage methods on how to better manage their PACs and integrate political giving with legislative priorities.
- Provide full-service PAC administration, comprising of compliance management at both the federal and state levels; contribution management; check-writing; disbursement management; bank account reconciliation; solicitation and education; PAC fundraising; caging; and analysis reporting.
- Manage data conversion process for new clients, including handling data issues, verifying integrity of data; and working with client to load data in a format that will provide the most value for the user.
- Develop PAC manual to instruct internal and external audiences on company software.
- Lead training sessions for new clients.
- Test PAC management software for functionality and compliance with relevant disclosure law.

Senior Campaign Finance Analyst

August 2000 - August 2004

Federal Election Commission, Washington, DC

- Recognized for leadership and project management; consistently promoted within the Federal Election Commission, receiving 4 promotions over the course of 4 years.
- Provided leadership and direction through the mentoring training process for new Campaign Finance Analysts.
- Conducted financial campaign data analysis and reporting.
- Researched Federal Election Law violations and provide written analysis on findings.
- Conducted computer verification of online data against original documentation.
- Managed detailed files and log books for use in litigation and audit procedures.
- Attended various conferences and training seminars regarding reporting regulations.
- Reviewed and approved the reports of a National Party committee.
- Provided software support for Political Action Committees filing electronically.
- Assisted the regulated community through written correspondence and oral communication.

Education

Introduction to Supervision

USDA Graduate School, Washington DC

B.A. Political Science, Minor – History

Wesley College, Dover, DE

Skills and Recognition

Leadership Awards

“Who’s Who Amongst Students in Colleges and Universities”, Deans List

Computer Skills

Microsoft Office (Word, Excel, PowerPoint)