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# Edward Sheffield

## PROFESSIONAL SUMMARY

*Legislative and policy representative with over 13 years' experience working for elected officials at the federal, state and local level seeking a position where I can apply my skills to promote positive relationships with governments and communities*

## WORK EXPERIENCE

**2020–Present Sutter Health** Bay Area Region  
**Government Affairs Manager, North Bay**

- Sutter Health Government Affairs Representative for the counties of Marin, Sonoma and Lake
- Manage the North Bay operating unit for government relations initiatives
- Establish and maintain working relationships with federal, state and local elected officials, as well as other community groups
- Report on Sutter Health (local & affiliate) activities to government officials and other interests
- Assess Sutter Health policy objectives and provide lobbying and legislative analyses
- Enhance Sutter Health awareness and promotion of its reputation through participation in community endeavors
- Represent Sutter Health as liaison to member organizations

**2018–2020 Sutter Health** Bay Area Region  
**Government Affairs & Community Relations Coordinator**

- Sutter Health Government Affairs Representative for the counties of Marin, Sonoma and Lake
- Establish and maintain working relationships with federal, state and local elected officials, as well as other community groups
- Report on Sutter Health (local & affiliate) activities to government officials and other interests
- Enhance Sutter Health awareness and promotion of its reputation through participation in community endeavors
- Represent Sutter Health as liaison to member organizations

**2018–Present California State Assembly** Santa Rosa, CA  
**Senior Field Representative, Assemblymember Jim Wood**

- District Representative for Sonoma County
- Provide policy expertise, research, analyses and recommendations for Assemblymember Wood and staff
- Organize community meetings, public forums and events
- Develop and maintain relationships with constituents and constituency groups in order to enhance and strengthen policy areas
- Establish strong working relationships with elected officials and community leaders
- Represent Assemblymember Wood on boards and committees and speak on his behalf at meetings and events
- Participate in and facilitate meetings with public agencies, elected officials, and other constituency groups
- Provide casework assistance for constituents
- Maintain an awareness and involvement in district affairs and issues
- Moderating content for Social Media
- Campaign related activities

**2010–2014 California State Senate**  
**District Director, Senator Noreen Evans**

Santa Rosa, CA

- Manage and oversee general operations for district offices and staff in the Counties of Sonoma, Marin, Napa, Solano, Lake, Mendocino and Humboldt
- Assist with the drafting of legislation
- Write speeches, remarks, press releases, letters and “statements on behalf of”
- Draft staff and committee reports, analyses and recommendations for Senator Evans
- Organize community meetings, public forums and events in the District
- Develop and maintain relationships with constituents and constituency groups
- Establish strong working relationships with elected officials and community leaders
- Represent Senator Evans on boards and committees and speak on her behalf at meetings, events and to the press
- Participate in and facilitate meetings with public agencies, elected officials, and other constituency groups
- Maintain an awareness and involvement in district affairs and issues

**2008–2010 California State Assembly**  
**Field Representative, Assemblymember Noreen Evans**

Santa Rosa, CA

- District Representative for the Counties of Sonoma, Napa and Solano
- Provide policy expertise, research, analyses and recommendations for Assemblymember Evans and staff in the areas of: Healthcare, Seniors/Older Adults, Environment, Agriculture, Labor Unions, Education, Emergency Services, Economic Development, and Public Employees
- Develop and maintain relationships with constituents and constituency groups in order to enhance and strengthen policy areas
- Establish strong working relationships with elected officials and community leaders
- Represent Assemblymember Evans on boards and committees and speak on her behalf at meetings and events
- Participate in and facilitate meetings with public agencies, elected officials, and other constituency groups
- Provide casework assistance for constituents
- Maintain an awareness and involvement in district affairs and issues
- Campaign related activities

**2005–2008 United States Congress**  
**Field Representative, Congresswoman Lynn Woolsey**

Santa Rosa, CA

- District Representative for the Counties of Sonoma and Marin
- Represent Congresswoman Woolsey in the policy areas of: Law Enforcement, Crime/Justice, Minority Organizations, Arts & Culture, Local Governments and Community Issues
- Provide casework assistance for constituents in the areas of: Internal Revenue Service, Small Business Administration, Federal Emergency Management Agency
- Establish strong working relationships with elected officials and community leaders
- Participate in and facilitate meetings with public agencies, elected officials, and other constituency groups
- Coordinator federal grants to assist agencies and individuals seeking funding sources, and assist applicants with grant proposals

**EDUCATION**

2008	<i>Sonoma State University</i> <b>Masters of Public Administration, MPA</b>	Cotati, CA
1996	<i>Western Washington University</i> <b>Bachelor of Arts Degree, History/Social Studies</b>	Bellingham, WA
1993	<i>Green River College</i> <b>Associates of Arts Degree</b>	Auburn, WA

**OTHER PROFESSIONAL EXPERIENCE**

2020–Present	Santa Rosa Metro Chamber Leadership Santa Rosa Program
2018–Present	Sonoma County Committee on School District Organization
2016–Present	Santa Rosa City School Board, Trustee
2019–Present	Sonoma County Nurse Family Partnership Advisory Board
2013–2018	Sonoma County Conservation Action, Board Member/Treasurer
2010–2018	Sonoma County Child Care Planning Council, Policy Advisor
2009–2018	Sonoma County Maternal, Child and Adolescent Health, Advisory Board Member
2012–2014	Sonoma County Democratic Central Committee, Ex-Officio Member
2009–2015	City of Santa Rosa “Measure O” Citizens Oversight Committee Member/Chair
2006–2010	City of Santa Rosa’s Gang/Violence Prevention Task Force Member
2007–2010	California Democratic Party, State Executive Board Member
2006–2010	Sonoma County Democratic Central Committee, Ex-Officio Member
2005–2008	Sonoma County Young Democrats, Campaign Director
2004–2005	AmeriCorps
2003–2004	Internship with State Assemblymember Patty Berg
2002–2003	Internship with City of Arcata Mayor Connie Stewart
2001–2003	Northcoast Children's Services, Board of Directors

**TRAINING AND INSTRUCTION**

- “*Masters in Governance*” Policy Training, California School Board Association
- Labor Law/Labor Relations, Sonoma State University
- Federal Agency Grants Development, U.S. Library of Congress
- Emergency Disaster and Crisis Management, FEMA
- Legislative Process/Congressional Office Operations, Congressional Research Service
- Press Democrat/New York Times Leadership Forum, Class of 2007
- Grant Development, AmeriCorps
- Classroom Instruction, Leadership and Team Building, AmeriCorps
- Mediation and Conflict Resolution, Humboldt State University