

Monica S. Lewinsky

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Education:

Lewis and Clark College Portland, Oregon
 Bachelor of Science in Psychology May 1995

Experience:

Department of Defense The Pentagon Washington, D.C.
Confidential Assistant to the Assistant Secretary of Defense for Public Affairs
 April 1996 - present

Serve as principal assistant to the Assistant Secretary of Defense (ASD) for Public Affairs in support of his dual role as both Department of Defense spokesman and head of Department of Defense Public Affairs. Assist in preparing the ASD for bi-weekly press briefings. Interact with the national print and broadcast media on the ASD's behalf. Provide the ASD with timely updates of current media stories. Act as liaison with the offices of the Secretary, the White House, other Cabinet Secretaries and the National Security Council. Provide support to the Secretary of Defense and Assistant Secretary on frequent international travel which includes a contingent of traveling media. Handle the ASD's daily schedule and correspondence.

The White House Washington, D.C.

Staff Assistant to Director of Legislative Affairs Correspondence, November 1995 - April 1996
 Wrote drafts and correspondence for Staff Secretary's approval and ultimately the President's signature, which often required research of various Administration issues and policies. Coordinated mass mailings to Congress for the President and other Senior Administration officials. Processed and vetted all incoming mail to the President from Congress. Trained and supervised new interns on White House procedure and preparation of White House correspondence.

The White House Washington, D.C.

Summer Intern Office of the Chief of Staff, July - November 1995
 Drafted form letters and individual responses for the Chief of Staff's signature. Acted as a liaison for Chief of Staff's office to other White House offices, Cabinet agencies, and Congressional offices. Updated office manual. Supervised and coordinated intern and volunteer staff.

Metropolitan Public Defenders Portland, Oregon

Alternatives Staff, February - May 1995

Implemented new psychology expert reference techniques. Assisted attorneys in finding viable alternatives to prison for their clients. Directed clients in successful search for support, shelter, food and transportation. Updated files on resource materials.

Southeast Mental Health Network (Practicum) Portland, Oregon

Socialization Staff Assistant, January - June 1994

Assisted staff in teaching socialization skills to mentally ill clients to ease their integration back into society. Updated clients' confidential reports. Coordinated fund raising to benefit extra-curricular theatre activities.

Additional Information:

828-DC-00000012

- TS-SCI Clearance: Current
- Proficient in Macintosh for Microsoft Word 6.0, WordPerfect for Windows 5.2, Quorum, and Infoya.