

Kaelan A. Boyd

Public Policy and Government Affairs Professional

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EXECUTIVE SUMMARY

Experienced and motivated civil servant with considerable knowledge and experience in the areas of **public policy and administration, governmental relations, legislative analysis, public budgeting and finance, and state/local affairs**. Effective communicator, leader and critical thinker with a track record of establishing goals, devising strategies and accomplishing objectives with precision and efficiency.

EDUCATION

Columbus State University | Columbus, GA

Master of Public Administration and Policy

Bachelor of Arts, Political Science

May 2018

December 2015

PROFESSIONAL EXPERIENCE

Office of the District Attorney (Chattahoochee Judicial Circuit)

July 2019 - Present

Director of Operations and Legislative Liaison

- Manages the day-to-day operations of the District Attorney's office including personnel management and financial affairs -- overseeing an annual budget of \$3 million and various capital assets.
- Oversees the strategic planning and implementation of various projects and initiatives sponsored by the District Attorney throughout the six-county circuit.
- Monitors state and local legislation on behalf of the District Attorney, maintains productive relations with state and local delegations and develops the District Attorney's response to legislative matters in relation to the proper execution of law.

Columbus Consolidated Government

Oct. 2017 - July 2019

Budget and Management Analyst

- Assisted in the creation and publication of the annual operating and capital budget of the Columbus Consolidated Government, a local governmental entity serving over 200,000 residents.
- Planned and performed trend analyses and revenue projects; determined financial and socio-economic indicators; performed analysis of operating position, debt structure, unfunded liabilities, and fund balance; designed and utilized forecasting models and statistical techniques.
- Monitored and analyzed state legislation and local ordinances affecting operating budgets and made appropriate allowances through the development of sound fiscal policy.

Columbus State University

April 2017 - April 2018

IT Support Specialist

- Maintained a working knowledge of technological troubleshooting skills to optimize the equality of learning and productivity on campus.
- Participated in process improvement and employee development.
- Assisted the IT Support Service Manager in overseeing the work of HelpDesk agents.

PROFESSIONAL AFFILIATIONS

International City/County Management Association • American Society for Public Administration
Public Affairs Council • Kappa Alpha Psi Fraternity, Inc. • Rotaract Club of Greater Columbus