



LAURA STOKEN
DIRECTOR OF ADMINISTRATION

EDUCATION

University of Phoenix, BS in Business with a Human Resource Management Certificate

POSITION WITH FIRM

2019–present **Director of Administration.** Oversees all nonconsulting operations of the firm. Leads human resource and office management functions. Participates on the firm’s management team. Maintains accountability of general office budget. Supervises staff.

2017–2019 **Office Manager.**

PREVIOUS PROFESSIONAL EXPERIENCE

2015–2017 **Constituent Relations Manager,** *Executive Office of Gov. Rick Snyder*, Lansing, Michigan. Coordinated budget and policy communications across the governor’s constituent relations office. Assisted constituents in navigating state government to connect them with the appropriate resources and information.

2013–2015 **Office Manager,** *Executive Office of Gov. Rick Snyder*, Lansing, Michigan. Supported the director of administration in overseeing operations, including information technology, the executive office budget, and facilities management.

2012–2013 **Constituent Relations Representative,** *Executive Office of Gov. Rick Snyder*, Lansing, Michigan. Connected constituents to the appropriate resources in state government. Communicated the governor’s legislative agenda, policies, and budget recommendations.

2008–2011 **Mental Health Technician and 211 Call Specialist,** *Listening Ear Crisis Center*, Mount Pleasant, Michigan. Assisted individuals by providing crisis intervention resources, information, and referrals to mental health and emergency services.

PROFESSIONAL ASSOCIATIONS

- Member of the Junior League of Lansing, January 2017–present
- Member of the Michigan Council of the Society for Human Resource Management, August 2017–present