

MARK KENNETH RUTKUS

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WORK EXPERIENCE

City of Columbus – Columbus, OH

Legislative Aide to City Council President January 2007 to present

- Administers daily operations of City Council and helping supervise staff on behalf of Council President
- Establishes legislative agenda that annually produces over 2000 ordinances and resolutions, requiring comprehensive understanding of legislative initiatives as well as thorough knowledge of city charter, city codes, and state law
- Assists Council President in creating and effectuating legislative and administrative policies
- Serves as government liaison to a diverse array of constituency groups, developing relationships and communicating with business interests, non-profit organizations, educational institutions, media, community leaders, and individual citizens
- Helps develop City Council annual budget and oversees expenditures; also analyzes and helps amend City of Columbus operating budget of \$630 million and capital budget of over \$1billion

Franklin County Democratic Party – Columbus, OH

Executive Director September 1999 to January 2007

- Responsible for managing an office that utilizes a vast network of volunteers and activists
- Accountable for balancing budgets for four separate types of accounts with different reporting and spending rules, which requires understanding of local, state, and federal campaign finance statutes
- Managed information systems by creating, enhancing, and applying databases
- Raised resources by planning and coordinating all aspects of major fundraising events, as well as designing direct-mail contribution program
- Conceptualized, designed, and implemented strategy for electronic and print media communications
- Served as public relations liaison by communicating with news media outlets, community groups, and constituents

Writer & Editor – Columbus, OH

Sub-Contractor with M & M Communications January 1999-2000

- Assisted in writing ancillary textbook on the *New Economy*
- Worked on certification process that ensured McGraw-Hill textbooks conformed with standardized test requirements for multiple states

Cordray for Attorney General Committee – Columbus, OH

Assistant Finance Director November 1997 to November 1998

- Established and maintained database accounting system for all campaign contributions
- Assisted in coordinating and preparing fundraising events
- Helped manage daily office operations

State Senate of Ohio – Columbus, OH

Assistant to State Senator Patrick A. Sweeney March 1997 to November 1997

- Communicated with constituents to assess their specific needs and acted as a liaison between them and government agencies
- Wrote and prepared communications to various government officials and constituents
- Studied bill analyses and reported summary of their content

EDUCATION

The Ohio State University, Columbus, OH

- Bachelor of Arts, English and Political Science
- *Summa Cum Laude*, with honors in the Liberal Arts, June 13, 1997

HONORS AND ACTIVITIES

- Central Ohio Community Improvement Corporation Board Member
- RiverSouth Development Authority Board Member
- Ohio Judicial Appointment Recommendation Panel, *ad hoc* member appointed by Governor Ted Strickland, January 2009 and May 2010
- Franklin County Democratic Party Executive Committee Member, 1998 to current
- Phi Beta Kappa
- National Dean's List
- Golden Key
- Arts and Sciences Award for Excellence in Scholarship 1996/1997
- 1993-1994 Dorpalen Award, The Ohio State University Department of History
- Organized annual Holiday food drive

REFERENCES AVAILABLE UPON REQUEST