



# ANDREA PEE



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512.954.4021

## EDUCATION

### BACHELOR'S DEGREE

-Political Science-  
Texas State University  
2014

### ASSOCIATE DEGREE

Brazosport College  
2012

## EXPERTISE

Operations  
Board Governance  
Strategic Planning  
Project Management  
Advocacy  
Capitol Days

## AWARD

Special Recognition  
Award  
2019  
U.S. Anesthesia Partners

## ABOUT

Nonprofit organization executive, with keen experience in advocacy, diligent budget management, policy development, event planning, resourceful fundraising, and ambitious strategy. Proven leader with an exceptional ability to structure an advocacy focused organization. Assisted organizations building from the bottom up. Seeking the next step in my career with a company that will encourage growth.

Enneagram: Type 8

CAE: CAE Eligible

### Interim Executive Director/CEO | TX Association of Nurse Anesthetists (TxANA) | Feb. 2023 - Present

Supported Executive Director/CEO. Led all office operations. Managed lobbyists, legal counsel, public relations, and accounting. Advocated for patient safety. Accomplished and assist with creation strategic plan. Directed duties for committees and board. Developed relationships with key contacts and sponsors. Coordinated PAC fundraising. Created the budget. Planned events and meetings. Performed monthly TEC report for lobby and PAC. Membership growth.

- CHIEF OPERATING OFFICER | TxANA | Apr. 2021 – Feb. 2023
- ASSISTANT DIRECTOR | TxANA | Oct. 2018 – Apr. 2021
- EXECUTIVE ASSISTANT | TxANA | Jun. 2015 – Oct. 2018

### Andrea Pee, LLC | Oct. 2021 – Present

Non-profit consultant.

- Executive Director (Part-Time) | Texas School Nurses Organization | Oct. 2021-Present - Advocates for student safety. Manages day-to-day operations. Developed and executed strategic plan with the board. Planned, promoted, and managed conference. Prepared Capitol testimony. Managed and created budget. Planned and oversaw board meetings. Created organizational policies. Directed advocacy.
- Independent Coalition of Nursing Home Providers | Jan. 2023 – Present - Assisted with Days at the Capitol

### CO-FOUNDER & COO | Evolve Advocacy | May 2020 – Jan. 2023

Consulted non-profits regarding operations.

- Texas Psychological Association – Assisted with operations. Created a strategic budget and evaluated strategic plan. Executed transition to fully remote organization. Implemented effective board meetings. Planned events. Led search and trained incoming Executive Director.

### SENATE AGENDA CLERK | The Senate of Texas

Aided Calendar Clerk, a non-legislator officer who is the custodian of all legislative documents awaiting Senate action. Created Senate Agenda and oversaw distribution to offices. Filed bills.