



# ANDREA PEE

## Nonprofit Executive

A nonprofit executive with extensive experience in advocacy, strategic planning centered on mission and vision, meticulous budget management, policy development, event planning, and resourceful fundraising. A proven leader renowned for exceptional prowess in structuring organizations with a focus on advocacy.

### CONTACT

✉ andrea@andreapee.com

☎ +1-512-954-4021

📍 Austin, Texas

🌐 andreapee.com

### EXPERTISE

- Advocacy
- Board Governance
- Operations
- Strategic Planning
- Fundraising
- Event Coordination

### EDUCATION

**Texas State University**

Bachelor's Degree

Political Science

### AWARD

**U.S. Anesthesia Partners**

Special Recognition Award

### RELEVANT EXPERIENCE

#### Executive Director/CEO

Texas Association of Nurse Anesthetists (TxANA) | Feb 2023 - Present (Interim Executive Director/CEO Feb - Aug 2023)

- Directed and oversaw all office operations, including the management of lobbyists, legal counsel, and accounting consultants.
- Directed advocacy efforts for nurse anesthesia.
- Orchestrated Board meetings and assembled materials.
- Fostered and nurtured relationships with stakeholders.
- Spearheaded the launch of a new website and online CommUnity forum.
- Successfully managed the TxANA PAC.
- Strategically planned continuing education events, notably the Annual Convention.
- Efficiently coordinated the Board of Directors Election.
- Established priorities aligned with the strategic plan and judiciously allocated resources to optimize performance.

#### Executive Director

Texas School Nurses Organization | Oct 2021 - Jan 2024

- Effectively managed operations remotely.
- Established organizational policies based on best practices.
- Directed advocacy efforts for student safety and school nurses.
- Developed and executed strategic plans in collaboration with the board.
- Orchestrated the planning, promotion, and management of conference.
- Engaged in budget development and financial management.
- Coordinated board and committee meetings.

## REFERENCES

### **Roland Leal**

Lobbyist

Roland Leal Consulting

roland@rolandleal.com

+1-512-779-7898

### **Kevin Stewart, JD**

Legal Counsel & Lobbyist

Kevin Stewart Consulting

kstewart@kcslawoffices.com

+1-512-698-8908

### **Margo Cardwell, JD**

Policy Director & General Counsel

to the House

Office of the Speaker at Texas

House of Representatives

margo@margocardwell.com

+1-512-695-2103

### **Greg Collins, DNP, CRNA**

Past President, TxANA

collinsanesthesia@gmail.com

+1-806-277-0553

## RELEVANT EXPERIENCE CONTINUED

### **Consultant - Andrea Pee , LLC**

Independent Coalition of Nursing Home Providers | Jan 2023 - Apr 2023

- Coordinated the 2023 Capitol Days meetings for multiple provider groups.
- Provided direction regarding advocacy efforts.

### **Chief Operating Officer**

TxANA | Apr 2021 - Feb 2023

- Led all office operations including staff retention.
- Managed lobbyists, legal counsel, and accounting consultants.
- Accomplished and assisted with creation strategic plan.
- Provided materials for Board meetings.
- Coordinated and led committee meetings.
- Developed relationships with key contacts and sponsors.
- Coordinated PAC fundraising.
- Developed budgets and supervised audits.
- Planned events and meetings.
- Performed monthly TEC report for lobby and PAC.
- Executed membership growth.
- Pivoted to a virtual Annual Convention during the pandemic and retained a profit.
- Oversaw transition to remote staff and return to office during the pandemic.

### **Consultant - Evolve Advocacy**

Texas Psychological Association | May 2019 - Jan 2020

- Assisted with operations and Executive Director transition.
- Created a strategic budget and evaluated strategic plan.
- Executed transition to fully remote organization, and sale of property.
- Planned Board meetings and coordinated Annual Conference.

### **Assistant Director**

TxANA | Oct 2018 - Apr 2021

### **Executive Assistant**

TxANA | Jun 2015 - Oct 2018

### **Senate Agenda Clerk**

The Senate of Texas | Jan. 2015 - Jun 2015 (Session Only)