

# Application

Complete the application, attach a letter of interest, a resume, or any other documents showing your current qualifications and interests.

Name: Matthew Rounsley

Address: [Redacted]  
[Redacted]

Telephone: (Home) \_\_\_\_\_ (Mobile) [Redacted]

(Work) \_\_\_\_\_

Date: 8/5/25 Email: [Redacted]

Review the Advisory Board, Commission, and Committee descriptions and rank your preferred assignments with #1 indicating first choice, #2 second choice, etc.

Board, Committee, or Commission	Preference Number
<u>Barnes Lake Management District Steering Committee</u> Eleven members; Mayoral appointment; two-year terms; active	_____
<u>Board of Parks and Recreation Commissioners</u> Seven members; Mayoral appointment with Council confirmation; three-year terms; active	_____
<u>Civil Service Commission</u> Three members; Mayoral appointment; six-year terms; active	_____
<u>Historic Preservation Commission</u> Seven members; Mayoral appointment with Council confirmation; three-year terms; active	_____
<u>Lodging Tax Advisory Committee</u> Five to seven members; Mayoral appointment with Council confirmation; annual term; active	_____
<u>Planning Commission</u> Nine members; Mayoral appointment with Council confirmation; four-year terms; active	1 _____
<u>Tree Board</u> Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active	_____

**Matthew Rounsley**

Tumwater, WA

[LinkedIn](#)

August 5, 2025

Mayor Debbie Sullivan  
Tumwater City Council  
City of Tumwater  
555 Israel Road SW  
Tumwater, WA 98501

Dear Mayor Sullivan and Councilmembers,

I am writing to express my interest in serving on the Tumwater Planning Commission. As a dedicated public servant and current Planning Commissioner for the City of Tenino, I bring hands-on experience with comprehensive planning, zoning, and land use review. I would be honored to contribute my skills and regional perspective to Tumwater's growth and long-term planning efforts.

In my current role as Executive Assistant to Thurston County Commissioner Wayne Fournier, I support county-level policy development, public engagement, and intergovernmental coordination on issues ranging from infrastructure to growth management. I also represent the Commissioner in regional policy forums and advise on legislative matters—work that has deepened my understanding of how city planning intersects with broader county and state initiatives.

I have lived in Thurston County my entire life and reside within the city limits of Tumwater and also have a strong professional and civic connection to the city. I believe that Tumwater is at a pivotal moment, with real opportunities to lead on housing, sustainable development, and transportation planning. I have served as a member of the Tenino Planning Commission since 2023 and co-led the Tenino Climate Policy Advisory Team. Through these appointments I've worked on Tenino's comprehensive plan, the climate element, and strategic planning for the city's land use for economic vitality. I would bring a thoughtful, community-focused, sustainable growth approach to Tumwater's Planning Commission.

I understand the importance of public transparency, balanced development, and preserving community character. I'm also prepared to commit to the Commission's regular evening meeting schedule and to contribute meaningfully to its advisory role.

Thank you for considering my application. I would welcome the opportunity to serve Tumwater and support the City Council's vision through this important appointment.

Sincerely,



Matthew Rounsley

## Matthew Rounsley

Tumwater, WA | [REDACTED] | [LinkedIn](#)

Experienced communications and legislative professional with a track record of crafting messaging, managing media, and developing outreach strategy for elected officials and private organizations.

### AREAS EXPERTISE:

- Administrative Operations
- Social Media Management
- Public Relations
- Strategic Communications
- Strategic Planning
- Training & Mentorship
- Policy Development
- Program Management
- Process Improvement

### EDUCATION:

#### **Bachelor of Arts in Public Affairs; Minor in Sociology**

Washington State University – Vancouver, WA, 2022 (Cum Laude, GPA 3.66)

#### **Associates in Arts; Emphasis in Political Science**

Centralia College – Centralia, WA, 2020 (High Honors, GPA 3.84) Phi Theta Kappa; Chapter & Regional President

### CAREER EXPERIENCE:

#### **Commissioner Executive Assistant / Executive Aide - Thurston County - Olympia, WA** *Dec 2023 - Current*

- Manage public relations responsibilities, including drafting speeches, press releases, and social media content; coordinate media interviews and develop talking points for meetings.
- Provide high-level administrative and confidential support to an elected County Commissioner, managing complex scheduling, communications, constituent relations, and leading multiple simultaneous projects.
- Led development and launch of the Thurston County Art Contest, the only county-wide, all-ages art competition; oversaw the 2024 inaugural program and drove 100% overall growth and increased rural participation in 2025.
- Represent the Commissioner at local and regional policy development meetings.
- Advise Commissioner on policy positions by conducting legislative analysis and drafting; prepare reports, briefings, and recommendations.
- Develop strategic plans for analysis, optimization, and reorganization of Thurston County department operations, including county communications.

#### **Staff Assistant & Grants Team Manager - US Congresswoman Strickland - Olympia, WA** *Apr 2023 - Dec 2023*

- Implemented four targeted process improvements that boosted internal communication and increased tracking metrics.
- Produced and delivered daily briefing books, enabling the member to prepare efficiently for all meetings and events.
- Recruited, hired, and mentored interns, guiding project execution to align with strategic organizational goals.
- Managed office operations by overseeing technology setup and vendor relationships, ensuring seamless daily functions.
- Directed grants team and oversaw public relations projects including drafting letters of support, grant research, and workshop development and administration.
- Led drafting of constituent responses for state referral casework on behalf of Congresswoman

#### **Committee Assistant (Session) - Washington State Senate - Olympia, WA** *Dec 2022 - April 2023*

- Managed confidential legislative information to support Senators and staff in developing weekly agendas and information packets for the Senate Agriculture, Water, Natural Resources, & Parks Committee.
- Analyzed gubernatorial appointment documents to create floor notes for senate confirmation hearings and operated multiple technology platforms for public-facing updates.

#### **Candidate Services Recruiter (Contract) - Amazon Student Programs – Seattle, WA** *Apr 2022 - Dec 2022*

- Managed high-volume email correspondence, consistently surpassing service level agreements by over 50% to enhance candidate experience.
- Developed resources, including process outlines and 90 templated responses, to standardize communication and streamline operations for a 50-member team.
- Developed training materials and trained 7+ new employees across multiple time zones and two continents.

**Client Success Coordinator - Anderson Business Advisors – Remote Washington**

*Oct 2021 – April 2022*

- Managed a portfolio of 300+ clients, serving as the primary liaison to ensure timely resolution of complex inquiries and maintain high client satisfaction.
- Designed and implemented personalized communication strategies that strengthened client relationships and improved retention rates.
- Re-engaged lapsed or dissatisfied clients through targeted outreach and issue resolution, successfully restoring trust and increasing account retention.

**Legislative Intern - State Board for Community & Technical Colleges - Olympia, WA**

*Nov 2019 - Apr 2020*

- Advocated for the organization's policy positions, effectively communicating with legislators and stakeholders on key issues, including the Washington College Grant and Open Education Resource requirements.
- Composed newsletter articles to update stakeholders about legislative efforts, fostering transparency and encouraging active engagement.
- Scheduled meetings with legislators to discuss funding corrections for higher education initiatives and organized advocacy efforts.

**Customer Service Supervisor - Kiperts Korner Feed – Tumwater, WA**

*May 2018 – March 2021*

- Led a team of eight employees, fostering collaboration and driving operational efficiency to improve customer satisfaction.
- Co-led social media strategy and implemented process improvements that enhanced service delivery and optimized inventory management during COVID-19.
- Managed crisis situations and de-escalated customer conflicts, preserving client relationships under high-stress conditions.

**State Sentinel/ Elected Representative - Washington FFA Association**

*June 2017 - June 2018*

- Coordinated advocacy meetings with 17 legislators to effectively present youth agricultural issues and influence policy decisions.
- Created and facilitated leadership and lifestyle workshops for middle and high school students, enhancing their skills through interactive learning.
- Developed and maintained social media content for Facebook and Instagram, reaching over 10,000 followers and promoting organizational initiatives.

**COMMUNITY INVOLVEMENT & APPOINTMENTS:**

- Leadership Thurston County, Thurston County Chamber of Commerce, Class of 2025
- Mayor-Appointed Commissioner, City of Tenino Planning Commission (Term through 2028)
- Member, City of Tenino Climate Policy Advisory Team
- Public Speaking and Employment Skills Coach & Volunteer Judge, Tenino FFA
- Workshop Facilitator for Tenino FFA, Leadership Thurston County, and other community groups
- Former Committee Member, Thurston County Youth Market Sale Committee (2018-2021)
- State Convention Delegate Coordinator, Washington FFA (2019–2021)