

Rep. Dar'shun Kendrick, House District 93
(Lithonia, Stone Mountain, unincorporated Snellville and Loganville)

www.kendrickforgeorgia.com

Capitol Office:

404 Coverdell Legislative Office Building
Secretary, Jackie Hicks
Atlanta, GA 30334
(404) 656-0109 Office / (404) 656-0167 Direct

District Office:

P.O. Box 630
Lithonia, GA 30058
(678) 323-7887

Constituent Services Representative (CSR) MAURICE NORRIS

- Responds to any constituent inquiries
- Drafts, updates and sends ALL weekly e-newsletters
- Plans all Constituent Day at the Capitol Events
- Schedules schools, choirs, pages and other group visits
- Attends events in the District when necessary
- Meets with constituents in the District
- Plans and Executes Annual National Small Business Week Event in District
send request to constituentrep@kendrickforgeorgia.com or call the Capitol Office

Legislative Aide (LA) RYAN FORMAN

- Updates, files and memos ALL legislation
- Tracks, reports and analyzes MY legislation
- Keeps notes in ALL my committee meetings
- Sets up ALL press conferences and videos
- Takes pictures and corresponds on social media at events
send request to legaide@kendrickforgeorgia.com or call the Capitol Office

Operations Manager (OM) AMANDA EDWARD

- Organizes and keeps organized office work place
- Files and labels ALL paperwork and signup sheets
- Makes ALL copies and deliver to appropriate places
- Co-Coordinates with CSR for Annual National Small Business Week event in District
- Enter new contacts into Allclients and send FU DRIPs
- Plans and executes ALL social media campaigns

send request to operations@kendrickforgeorgia.com or call the Capitol Office

Chief of Staff (COS) SHONTIECE EPPS

- Drafts and sends all press releases and quotes to media
- Keeps my schedule of meetings and appearances
- Coordinates staff and other volunteers
send request to chief@kendrickforgeorgia.com or call the Capitol Office

Join us on Facebook (www.facebook.com/StateRepDarshunKendrick) and our Facebook page at
"Friends of Dar'shun Kendrick" and Twitter (@DarshunKendrick) TODAY!