

SHANNON L. MYRICKS

(b)(6)

EDUCATION

UCLA School of Law, Los Angeles, CA

J.D., Media, Entertainment Law and Technology Law and Policy specialization, May 2019

University of California at Berkeley, Berkeley, CA

B.A., Media Studies, May 2010

EXPERIENCE

Biden for President, Orlando, FL

July 2020–November 2020

Florida Coordinated Campaign, Coordinated Chief of Staff

- Managed the personnel matters for 567 in-state staff members, contractors and full-time volunteers
- Directly managed and trained the HR Director and two additional department staff
- Served as a sounding board to the Campaign Director to provide objective, independent perspective on ideas and issues
- Served as a liaison between the HR Director, employment attorneys, and Biden for President HR HQ
- Procured, implemented and directed the launch of an HRIS system, to streamline personnel management processes
- Developed an in-state system, using Airtable, to track and process personnel and disciplinary matters
- Drafted and distributed internal all staff strategic communications for senior leadership
- Developed personal staffing plans for late help hiring, potential recount, and ballot cure

Organizing Together 2020, Phoenix, AZ

February 2020–July 2020

Operations & Human Resources, State Director

- Lead the building, scaling and management of all logistical, operational and administrative aspects of the state program
- Managed the state budget, procurement process and internal expense tracker in partnership with the State Director
- Acted as local HR liaison to National HR to address employee needs and concerns, and training needs
- Supported the organizing team in establishing office locations (lease review, rent payments, security deposits, utility set up)
- Managed various HR personnel and campaign compliance matters across the organization

Levity Entertainment Group, Los Angeles, CA

September 2019–January 2020

Business & Legal Affairs, Legal Coordinator

- Oversee the workflow tracking for production, development and corporate for the Business & Legal Affairs group
- Researched and provided advice on corporate entity matters, government filings and guide employees on compliance matters
- Assisted with drafting and negotiating agreements for writers, agents, producers, performers, vendors and directors

Mapbox, San Francisco, CA

January 2017–June 2019

People Team, Diversity & Inclusion Lead

- Developed programs and initiatives that align with the company's diversity and inclusion strategy
- Partnered with cross-functional teams, including the Executive team, Recruiting, Marketing, HR and employee groups to effectively incorporate company diversity and inclusion strategies into programming and decision-making
- Developed and facilitated training sessions on Affirmative Action policies, Unconscious Bias and Allyship

People Team, Spaces and People Experience Manager

- Project managed an office relocation from a 7,000 square foot space to a 16,000 square foot space
- Drafted and updated policy documents, onboarding guides, and pages on the internal Mapbox site
- Researched potential benefits, software, and vendors to improve the employee experience

Democratic National Committee, Central Pennsylvania

August 2016–November 2016

Deputy Operations Director, Hillary for America

- Managed the facilities and operations of 14 campaign offices in urban and rural areas
- Served as the Human Resources and personnel liaison for 76 full-time employees, 50 interns and 4 contractors
- Maintained supply chain and distribution process for supplies, literature, and IT equipment in Central Pennsylvania
- Facilitated region-wide Safety and Security briefings, equipment issuance and software training

The White House, Washington, DC

November 2011–August 2014

Management and Administration, Information Services Specialist

- Managed the Executive Office of the President Directory database via reviewing and approving updates
- Served as a liaison between the public and senior members of the administration, first family, and other staff
- Scheduled and set up 15-25 direct dial conferences for staff members per day
- Selected to serve on the White House's 2014 Special Events Planning Committee