

Contact

www.linkedin.com/in/shannonmyricks (LinkedIn)

Top Skills

Public Engagement
Event Management
Event Production

Shannon L. M.

Chief of Staff in the impact space | Former Senior Advisor in the White House | Former Biden-Harris Administration Appointee | Former Biden-Harris Campaign | JD from the UCLA School of Law | UC Berkeley Alumna

Washington, District of Columbia, United States

Experience

Civic Nation

Chief of Staff

May 2024 - Present (8 months)

United States

The White House

11 months

Senior Advisor and Executive Secretary, Office of the National Cyber Director

November 2023 - May 2024 (7 months)

United States

Senior Director of West Wing Operations, Office of the Vice President

July 2023 - November 2023 (5 months)

Washington, District of Columbia, United States

U.S. Department of Education

White House Liaison

February 2022 - July 2023 (1 year 6 months)

Washington, District of Columbia, United States

Provide advice and support to the Secretary, Chief of Staff and other senior-level officials on policy matters. Liaise with The White House, Office of Presidential Personnel, and Department senior-level officials to solve complex personnel and policy matters.

U.S. Department of Health and Human Services (HHS)

1 year 2 months

Deputy White House Liaison

January 2021 - February 2022 (1 year 2 months)

United States

Acting White House Liaison

October 2021 - January 2022 (4 months)

Washington DC-Baltimore Area

Provided advice and support to the Secretary, Chief of Staff, Deputy Secretary, and other senior-level officials on policy matters. Liaised with The White House, Office of Presidential Personnel, and Department senior-level officials to solve complex personnel and policy matters.

Biden for President

Coordinated Chief of Staff, FLCC

July 2020 - November 2020 (5 months)

Florida, United States

Organizing Together 2020

State Operations Director (Arizona)

February 2020 - June 2020 (5 months)

Phoenix, Arizona, United States

Led the building, scaling, and management of all logistical, operational, and administrative aspects of the state program

Managed a budget of \$2 million, the procurement process, and internal expenses for the state's operations

Acted as local Human Resources liaison to national headquarters, addressing employee relations matters

Supported the organizing team in establishing office locations (lease review, payments, security deposits, utility set up)

Managed various HR personnel and campaign compliance matters across the organization

Mapbox

2 years 6 months

Diversity & Inclusion Lead

November 2017 - June 2019 (1 year 8 months)

San Francisco Bay Area

Develop programs and initiatives that align with the company's diversity and inclusion strategy

Managed a department budget of \$1 million and dispersed funds to 4 Employee Resource Groups and other departments

Partner with cross-functional teams, including the Executive team, Recruiting, Marketing, and HR, to incorporate company diversity and inclusion strategies into business strategy and decision-making

Develop and facilitate training sessions on Affirmative Action policies, Unconscious Bias and Allyship

People Operations

January 2017 - November 2017 (11 months)

San Francisco Bay Area

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

Deputy Operations Director

August 2016 - November 2016 (4 months)

Harrisburg, Pennsylvania Area

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

County Counsel of Alameda

Summer Law Clerk

June 2016 - August 2016 (3 months)

Oakland, CA

Department of Transportation, FHWA

Law Clerk

June 2015 - August 2015 (3 months)

Washington, DC

The White House

Federal Employee

November 2011 - August 2014 (2 years 10 months)

Washington, DC

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

The White House
Intern, Office of Public Engagement
May 2011 - August 2011 (4 months)

The Los Angeles Superior Court
(Fellow) Management Analyst
September 2010 - May 2011 (9 months)

Kennedy High School
Athletic Coach
May 2009 - September 2010 (1 year 5 months)

Founded a cheerleading and gymnastics athletic program at a local inner city
high school

UC Berkeley Residential Housing
Senior Clerk/ Office Assistant
May 2009 - August 2010 (1 year 4 months)

AmeriCorps
JusticeCorps Intern
August 2009 - May 2010 (10 months)

Housing Rights Inc
Communications Coordinator
August 2008 - July 2009 (1 year)

ABC Channel 7 KGO-TV
Public and Community Affairs Intern
December 2008 - May 2009 (6 months)

Education

University of California, Los Angeles - School of Law
Doctor of Law - JD, Law · (2018 - 2019)

University of California, Los Angeles - School of Law

Doctor of Law - JD, Law · (2014 - 2016)

University of California, Berkeley

Bachelor of Arts (B.A.), Communication and Media Studies, African American Studies · (2006 - 2010)