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BRANDON N. BRADFORD

WORK EXPERIENCE

Deputy Director of Scheduling & Advance - 2020 to Present

Suffolk County District Attorney's Office - Boston, MA

- Oversees the process of planning and implementing District Attorney Racheal Rollins' schedule; works closely with the District Attorney, Chief of Staff, and Executive Staff to ensure that the schedule reflects the District Attorney's long-term and big picture priorities.
- Conducts weekly scheduling meetings with the Chief of Staff, Community Engagement, and Communications teams.
- Communicates regularly with other department heads, the Chief of Staff, and the District Attorney to share directives, resolve conflicts, and preserve relationships.
- Builds and sustains excellent relationships with the offices of other elected and government officials, stake holders, and knowledge and non-profit partners in Suffolk County, the Commonwealth, and nationally. Represents the District Attorney and the Office in a courteous, professional manner at all times.

Democratic Presidential Campaign Advance Site Lead - 2019 to Present

Dr. Jill Biden • Senator Elizabeth Warren - Nationwide

- Currently supporting and facilitating Dr. Jill Biden on The Joe Biden Presidential Campaign; Supported and facilitated Presidential Campaign visits for Senator Elizabeth Warren.
- Directed campaign events with 2,000+ attendees, high profile surrogates, and musical guests to intimate settings with a handful of influential community members; Managed production and distribution of 150+ credentials for staff, volunteers, and press.
- Scouted, procured, and diagramed 60+ event sites across the United States; Prepared production orders for audio, visual, lighting, seating and stage setup; Worked with production crews to build sites efficiently and expediently.
- Directed groups of 20+ volunteers to execute crowd management and logistics; Formulated arrival instructions and movements for principals and surrogates; Transmitted game-day site updates: crowd count, final visuals and staging setup; delegated and assigned staff responsibilities; Briefed event principals, surrogates, speakers and staff on run of show and their role during the event.

Physical Education Teacher - 2015 to 2018

Limai International School - Beijing, China

- Taught Physical Education to K-12 Chinese students and coached high school basketball.
- Managed procurement and inventory of P.E. Program for 1,300 students with an annual budget of 2,000 USD; Developed and implemented P.E. lesson plans for grades K-12; Organized the school's basketball program, which incorporated player development training, practices, and scheduling 25-game seasons, including regional tournaments across greater Beijing.

Administrator & Basketball Coach - 2011 to 2018

You Can International Youth Sports Camps - Beijing, China

- Implemented operational plans for the company's tremendous growth and national expansion from two training sites in Beijing to 150 sites across China, expanding into Shanghai and Tianjin.
- Formulated teaching strategies for basketball camps with over 100 attendees and developed plans for coaches and players.

U.S. Senate Foreign Relations Committee Intern - 2010 to 2011

Chairman Senator John Kerry, Washington D.C.

- Prepared briefing memos for senior staff utilizing congressional hearings and LexisNexis.
- Assembled Country Briefing Books that included maps, facts, policy guidelines, and pertinent speeches by U.S. officials for senior staff.

INTERNATIONAL EXPERIENCE

Asia Expat - 2011 to 2018

- High Mandarin Fluency
- Worked full-time in China, garnered in-depth cultural awareness working alongside Chinese colleagues.
- Backpacked India, Nepal, Thailand, Cambodia, Laos, Vietnam, Malaysia, Indonesia and South Korea; independently navigated, negotiated, planned and budgeted travel.
- Became adept at learning and adapting to various Asian cultures.
- Played semiprofessional basketball against Chinese Basketball Association teams in *Wild Ball* exhibition games across China.

EDUCATION

Harvard University, Extension School - Cambridge, MA

Bachelor of Liberal Arts, Field of Study: International Relations - May 2019

Honors: Cum Laude; Spring 2019 Harvard Graduate School of Arts and Science, Special Student Status.

China University of Mining and Technology, Center for International Exchange - Beijing

Studied elementary to advanced spoken Mandarin.

Howard University - Washington D.C.

Earned 64 credit hours, including 27 credit hours studying Political Science. Simultaneously held Congressional Internships, worked full-time and part-time as a student (Last course 2010).