

BILLY CZERWINSKI

(b)(6)

EXPERIENCE

Biden for President

Remote

Production Coordinator, Livestreams & Content

August 2020 – November 2020

Managed and executed livestreams for principals, top surrogates, and events for campaign social platforms, coordinating the process across the campaign to ensure every department had what they needed; project managed large concerts and events involving live and pre-recorded elements; acted as show caller for events; developed process to train advance and state staff on streaming events.

Warren for President

Boston, MA

Surrogates Advance Associate

January 2020 – March 2020

Oversaw execution of all trips made by Secretary Julián Castro; acted as liaison between Secretary Castro and the campaign in order to make scheduling decisions and ensure briefing materials were delivered on time; oversaw trips by other high-level surrogates--including campaign co-chairs.

Julián for the Future

San Antonio, TX

Trip Director

November 2019 – January 2020

Helped coordinate scheduling process to ensure internal goals of the campaign and individual departments were met; led trip calls to ensure departments were working together to build out trip schedules and events; oversaw execution of daily travel schedule--including responding and adapting to sudden changes and additions; managed logistics and operations of traveling team.

Personal Aide to Secretary Julián Castro

January 2019 – January 2020

Planned and executed movements for Secretary Castro at events ranging from fundraisers to rallies, conventions, and candidate forums; adapted to last minute travel changes to find solutions that ensured events were successful and schedule remained on track; coordinated briefing process among all departments to ensure Secretary Castro had proper information for each day; served as primary point of contact for Secretary Castro to the campaign as well as external groups.

Opportunity First PAC

San Antonio, TX

Special Assistant

April 2018 – November 2018

Created and managed the invitation and scheduling process; managed travel for Secretary Castro and senior staff; point of contact for external groups to the PAC and Secretary Castro.

Cuneo, Gilbert, & LaDuca LLP

Washington, D.C.

Document Clerk

February 2016 – July 2018

Created systems to manage over 200 document productions from approximately 50 defendants and to track and send case updates to a team of 15 attorneys; served as primary support staff on 6 price fixing complex class actions.

Ashwani Jain for Montgomery County Council, At-Large

Silver Spring, MD

Senior Communications Fellow

July 2017 – June 2018

Drafted press releases, emails, questionnaire responses and social posts; created a system to collect and disseminate daily press clippings from over 20 county news sources to senior staff.

EDUCATION

American University

B.A., Communications, Legal Systems Economics & Government (CLEG)

2015-2018