

## Contact

[www.linkedin.com/in/bonnie-w-32b023101](https://www.linkedin.com/in/bonnie-w-32b023101) (LinkedIn)

## Top Skills

Microsoft Office  
Research  
Microsoft Word

## Languages

English (Native or Bilingual)  
German (Professional Working)  
French (Elementary)

## Honors-Awards

Hatton W. Sumners scholar

# Bonnie W.

Policy Advisor

Washington, District of Columbia, United States

## Experience

U.S. Department of Labor

2 years 5 months

Policy Advisor - Wage and Hour Division

October 2022 - Present (1 year 1 month)

Washington, District of Columbia, United States

Special Assistant - Wage and Hour Division

June 2021 - October 2022 (1 year 5 months)

Washington, District of Columbia, United States

Democratic National Committee

1 year 11 months

Operations and Contracts Associate

June 2020 - June 2021 (1 year 1 month)

Washington, District of Columbia, United States

- Reconfigured and streamlined the DNC and Coordinated Campaign internal contract processes, which included shepherding hundreds of agreements through vetting, legal, security, and budgetary approval channels with multiple entities to ensure each contract had the proper approvals before it was signed;
- Developed processes and reports for tracking vendor diversity, increasing the hiring of diverse vendors;
- Saved \$100,000+ by effectively managing the DNC contracts database and ascertaining that contracts are renewed, cancelled, or slimmed down in scope in a timely manner;
- Coordinated cross-departmental operations projects such as setting up field offices, registering for business in several states, organizing boiler rooms, and developing and facilitating a super volunteer process.

Deployment - National Voter Protection Associate

September 2020 - November 2020 (3 months)

Washington, District of Columbia, United States

- Edited reports on national programming and battleground state election administration readiness for the campaign manager and other senior leadership;

- Coordinated team goals, timelines, and schedules to assure key deadlines were met for program building, training, and all voter protection staff communications;
- Implemented a national phone switchboard and emergency texting technology for state poll observer programs from negotiating the contract to training staff on how to use the technology in 15 state programs;
- Assisted in developing and implementing a national training curriculum for 200+ voter protection staff and volunteers across 17 states;
- Led the operational elements of the National Voter Protection and Legal Boiler Room including planning and setting up from scratch a COVID-safe office space, ordering supplies, managing building logistics, developing and implementing health and safety guidelines, and more, all within the span of a few days.

#### Special Assistant to the COO

August 2019 - June 2020 (11 months)

Washington D.C. Metro Area

- Managed the schedules for Chief Operating Officer and Chief Financial Officer;
- Assisted with facilitating the internal contracts processes by doing a first-level review of contracts, drafting contracts, responding to questions from departments on the process, and overseeing the contracts database;
- Maintained and re-organized files for the Office of the Chief Operating Officer.

#### United Nations Association of the National Capital Area

1 year 3 months

##### Development and Advocacy Program Manager

June 2019 - August 2019 (3 months)

Washington D.C. Metro Area

- Maintained all responsibilities from before promotion
- Represented organization at The Youth Assembly as a panelist on "Youth in Politics"
- Led strategic meetings to form UNA-NCA's strategic goals for the Advocacy program for the next year.

##### Development and Advocacy Associate

September 2018 - May 2019 (9 months)

Washington D.C. Metro Area

- Planned/facilitated over 15 advocacy and development meetings - creating the agenda, preparing informational materials, writing minutes, and distributing minutes and action items after the meeting.

- Organized 8 fundraising campaigns and appeals through direct mail, email, and digital media.
- Manages records of over 100 individual donors, foundations, and institutional sponsors.
- Prepared over 50 individual acknowledgements via direct mail and email.
- Created a new donation webpage.
- Facilitated the application process for 5 separate grants/partnership opportunities.
- Planned and executed fully 1 donor acknowledgement event with 60 key donors and leaders.
- Planned and executed 2 major fundraising events with 100-200 guests including managing event logistics and registration, ensuring sponsorship benefits, liaising with key partners and donors, and securing pledges and sponsorships from individual and institutional donors.
- Maintains a relationship with staff for the 19 Congressional offices in the DMV jurisdiction, especially the contact for foreign relations or affairs.
- Developed a standard advocacy training.
- Developed official policy for UNA-NCA advocacy visits.
- Developed a training for social media for seniors on digital advocacy.
- Organized a 2-day Advocacy Day with visits to 6 Congressional offices including preparing materials for advocates and leave-behind materials for the offices.
- Creates advocacy and fundraising content for social media and newsletter.
- Created/maintains an advocacy webpage with continuously updated news, events, UNA-NCA issues, and resources.
- Creates and facilitates materials and Op-Eds for advocacy.
- Manages 1 intern, facilitates applications, hiring, training, and leading PD sessions.
- Facilitated 1 new corporate relationship.
- Wrote 1 MOU for a new partnership opportunity.
- Wrote event proposal for a 5-day conference on peacebuilding.
- Engages in other administrative duties as tasked.

#### Program Assistant

June 2018 - August 2018 (3 months)

Washington D.C. Metro Area

- Helped maintain and update the UNA-NCA database, listserv, and website.
- Assisted with the development of membership recruitment and retention strategies.
- Tracked statistical data about UNA-NCA membership.

- Assisted in creating the weekly e-newsletter
- Assisted the preparation of press releases and other promotional materials.
- Maintained a social media presence on Twitter, Facebook, etc.
- Helped organize events, meetings, and fundraisers through securing speakers, locating venues, and managing registration.
- Developed an advocacy database on bills in the 115th Congress relating to UN issues.
- Developed a Member profile for the 115th Congress in the National Capital Area jurisdiction.
- Wrote 3 Op-Ed articles, 2 of which were in conjunction with a fellow Program Assistant, on UN issues.

## CASA DC (Court Appointed Special Advocates for Children of the District of Columbia)

### CASA

September 2018 - August 2019 (1 year)

Washington D.C. Metro Area

This is a volunteer position, not a paid position. CASAs are Court Appointed Special Advocates who are assigned to one case at a time to advocate for children in abuse and neglect cases. CASAs spend time with their youth and serve as a constant presence in the child's life. CASAs are responsible for collaborating with other parties in a child's case to advocate for the best interest of the child and collecting qualitative data about the child's life to compile in a court report for the judge. CASAs make sure that the child's voice is heard amongst all the opinions given by other professionals working on the case.

## Skinny Pizza

### Cashier

May 2017 - August 2017 (4 months)

Addison, Texas

This was a summer job I took while I was working on beginning my Honors Thesis research. I cultivated my customer service skills and gained an understanding of the service industry.

## Follett

### Sales Associate

January 2015 - December 2015 (1 year)

Sherman, Texas

In this role, I learned customer service skills.

Social Entrepreneurship for Poverty Alleviation (SEPA)  
Grant Writing Intern  
June 2015 - July 2015 (2 months)  
Sherman, Texas

This 2 month summer internship included writing grants for a non-profit organization located in the Texoma area. I worked for Pottsboro Library, and helped write grants for a children's program and for a community garden.

The Towne Creek School  
Daycare Teacher  
June 2014 - August 2014 (3 months)  
Missouri City, Texas

I worked as a teacher for grade school students, providing physical care, aiding the lead teacher with his plans, helping supervise field trips, and ensuring the safety of each child.

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## Education

Austin College  
Bachelor of Arts (B.A.), Major in International Relations and Minor in German and Nonprofit Organizations and Public Service · (2014 - 2018)