

AMBER GAITHER

(b) (6) | (b) (6) | [Linkedin Profile](#) | she/her

PROFESSIONAL EXPERIENCE

Operations Associate - Biden for President, NC Coordinated Campaign

September 2020 - November 2020

- Managed state campaign's general inbox and volunteer requests
- Supported a variety of virtual Mobilize events
- Coordinated with senior level staff to on-board and off-board employees
- Compiled updates for the team's weekly newsletter
- Facilitated the set up and staffing of Voter Activation Centers in Charlotte and Winston-Salem
- Booked and managed travel logistics for staff members
- Facilitated the distribution of communication devices to staff around the country
- Completed the team's weekly diversity report
- Processed all staff tech request for virtual and socially distanced in-person activities

Senior Operations Coordinator - Center for American Progress, Generation Progress

September 2016 - September 2020 | Washington, DC

- Led planning of events and capitol hill briefings on a variety of issues
 - Assisted in event program creation, drafted agendas and talking points for speakers
 - Served as main point of contact for event logistics and planning
 - Managed travel itineraries for event attendees and special guests, when appropriate
 - Created budgets for all events alongside senior staff
 - Created and implemented standard operating procedures to increase team functionality
 - Modified team procedures and processes to adapt to COVID-19 health and safety protocols
 - Created the agendas and led weekly staff meetings
 - Primary scheduler for the Executive Director and senior staff members
 - Prepared detailed briefings and background materials for meetings with high-profile stakeholders, including elected officials and potential donors
 - Oversaw the Gun Violence Prevention and Criminal Justice Reform portfolio and managed a 10-person Leadership Council of young community organizers
 - Authored a set of issue briefs focused on youth engagement and community investment for the Generation Progress website
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EDUCATION

Elon University | 2011-2015

Bachelor of Science - Exercise Science

Minor - Public Health

SKILLS

Asana | Slack | Concur | Anybill | Salesforce | Quickbase | Employee Navigator | ThruText | Every Action | Mobilize

INTERNATIONAL EXPERIENCE

College Study Abroad - Accra, Ghana

High School Service Trip - Beijing, Xi'an and Shanghai, China