

Bonnie Worstell

WORK EXPERIENCE

Democratic National Committee

August 2019 - Present

Operations and Contracts Associate (November 2020 - Present)

- Resumed all responsibilities from prior to the campaign, including contract management
- Designed and facilitated the hiring process for multiple junior to senior level roles including reviewing applications, creating a review matrix, doing first round interviews to screen applicants, writing suggested questions and briefings for leadership, and coordinating schedules for panel interviews. Positions hired include Diversity Equity and Inclusion Director and Counsel, Director of Operations, HR Coordinator, IT Help Desk Technician, and Special Assistant to the Executive Director and Deputy Executive Director.
- Temporarily supported the office of the Executive Director and Deputy Executive Director for one month by coordinating a DNC-wide special project for the Chair, managing multiple principals' calendars, creating briefings, and training the new assistant on their office responsibilities, all while continuing to maintain Operations duties
- Managed post-election documentation for the Operations Department, including archiving processes, overseeing a contract audit, and creating materials for future cycles
- Assisted with planning and facilitating DEI seminars for staff

National Voter Protection Associate (September 2020 - November 2020)

Deployment - Coordinated Campaign HQ Voter Protection

- 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

Operations and Contracts Associate (June 2020 - September 2020)

- 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
- 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
- Managed the legal document retention policy for the DNC and Coordinated Campaign, ensuring that each state had the resources to track acknowledgements and maintain a retention policy for cases relevant to their state
- Hired and managed Operations Department interns
- Developed processes and reports to track vendor diversity, increasing the hiring of diverse vendors

Special Assistant to the Chief Operating Officer (August 2019 - June 2020)

- 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
- Assisted with developing and facilitating process for hiring new HR Director

- Maintained and re-organized files for the Office of the Chief Operating Officer

United Nations Association of the National Capital Area

June 2018 - August 2019

Development and Advocacy Program Manager (June 2019 - August 2019)

- Promoted to focus on further expansion of UNA-NCA's donor base through developing business and foundation outreach strategies, management of the Advocacy Program through coordination of digital advocacy efforts, material production, and expansion of in-district Congressional efforts

Development and Advocacy Associate (August 2018 - May 2019)

- Tracked and managed relationships to 200+ individual donors, foundations, and institutional sponsors
- Transitioned donor tracking to new platform, Blackbaud ETapestry fundraising software
- Planned and executed 3 major fundraising events with 260+ guests through managing event logistics, ensuring sponsorship benefits, liaising with key partners and donors, and securing pledges and sponsorships from individual and institutional sponsors
- Planned and executed a donor acknowledgement and cultivation event with over 60 key donors and leaders including managing registration, coordinating with event hosts and speakers, designing program and invitation materials, coordinating staff, and drafting/sending acknowledgements following the event
- Organized 8 fundraising campaigns throughout 2018 and 2019 through direct mail, email, and digital media that raised over \$300,000, which was the nearly the entire annual operating budget of the organization
- Served as the primary grant-writing facilitator and completed 5 separate grants and partnership opportunities, in addition to 1 new corporate relationship
- Scheduled and facilitated over 15 advocacy and development meetings, which included creating the meeting agendas, preparing materials, and following through on action items after discussions
- Organized a standard advocacy training strategy that introduced new materials, registration plans, and staff and volunteer coordination
- Functioned as the UNA-NCA primary liaison with staff of the 19 Congressional offices in the greater Washington, DC area facilitating communications, strategy, and events
- Helped maintain and update the UNA-NCA database, listserv, and website, as well as the advocacy database on bills and Members in the 115th Congress relating to UN issues
- Organized a two day advocacy event that included visits to 6 Congressional offices including preparing materials for advocates and leave-behind materials for the offices
- Drafted and proposed policy for advocacy, development and office operations
- Supervised communications content creation and publication for development and advocacy programs
- Wrote 1 Memorandum of Understanding (MOU) for a new partnership opportunity

Program Assistant (June 2018 – July 2018)

- Helped maintain and update the UNA-NCA database, listserv, and website
- Assisted with the development of membership recruitment and retention strategies
- Helped organize events, meetings, and fundraisers through securing speakers, locating venues, and managing registration
- Developed an advocacy database on bills and Members in the 115th Congress relating to UN issues
- Wrote 3 Op-Ed articles on UN issues published to the UNA-NCA Blog

Austin College Freshman Communications Inquiry Seminar

August 2017 - December 2017

Teaching Assistant

- Assisted with beginning-of-year orientation and registration for freshmen
 - Mentored and supported freshman students during their first semester of college through academic, personal, and professional development
 - Graded and edited papers and assignments
 - Helped students hone their writing skills by meeting with them one on one to discuss edits on their course papers throughout the semester
 - Wrote discussion questions for the faculty advisor to ask during class
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EDUCATION

Austin College

Sherman, Texas

Graduated May 2018, Summa Cum Laude (GPA: 3.90)

- B.A. in International Relations; Double minors in German and Non-Profit Organizations and Public Service
- Departmental Honors Program, Political Science
 - Research Project: *Prostitution Through the Lens of Liberalism, Feminism, and Marxism*
 - Presented at the Austin College Scholarship Conference, March 2018
- Attended the Hatton Sumners Leadership Conference at University of Texas at Austin, 2015
- Dean's List for all semesters 2014-2018

Fund for American Studies DC Internships Program

Washington, DC

Summer 2018

- Secured scholarship funding for the program through Hatton Sumners Scholarship Program
- Interned as a program assistant with UNA-NCA
- Took two classes through George Mason University - International Economic Policy and US Foreign Policy

School of International Training - International Studies and Multilateral Diplomacy Program

Geneva, Switzerland

Fall 2016

- Classes: International Security, Peace, and Stability; International Relations and Multilateral Diplomacy, Research Methods and Ethics, French
- Conducted Independent Study project, which resulted in a publication, "*Prohibition or Regulation: A Policy Analysis of Prostitution Law and its Effect on Trafficking in Switzerland, Sweden, and France*"
 - Presented the paper at SIT in Geneva
 - Published article in Austin College Acumen Research Journal

LEADERSHIP AND EXTRACURRICULARS

Clements High School Navy Junior Reserve Officer Training Corps

2011 - 2014

Executive Officer (Fall 2013 - Spring 2014)

- Worked with the commanding officer and classroom instructors to implement yearly goals and objectives
- Trained new classroom instructors in the existing procedures and traditions of the unit
- Oversaw all officers and coordinated them to meet expectations and needs of the unit

Platoon Commander (Fall 2012 - 2013)

- Taught cadets about meeting standards of appearance, discipline, and conduct within the platoon
- Maintained platoon's high proficiency in drill, ceremonies, customs, courtesies, and appearance
- Develop leadership in unit members and provide opportunities for each member to practice leadership
- Assisted classroom instructor in facilitating classroom instruction, as needed

Platoon Chief (Fall 2011 - Spring 2012)

- Assisted the Platoon Commander in leading the class and mentoring students

Unarmed Drill Team (Fall 2011 - Spring 2012)

- Entered competitions with the school team, mentored and trained newer team members