

ALLISON M. PANTHER

(b)(6)

Experience

Biden for President, Director of Scheduling

(May 2019 - November 2020)

- Oversaw the creation of President-elect Biden's schedule in both the primary and general election campaigns.
- Hired and managed the team responsible for the President-elect's daily schedule and briefing book and directed the creation and completion of those deliverables.
- Developed and implemented the strategy for the use of the candidate's time in order to meet organizational objectives and imperatives.
- Built the systems and processes that were used across the campaign to manage principal and surrogate logistics.
- Contributed to the successful execution of more than 2000 events across 35 states working in collaboration with senior staff, surrogates, and elected officials.

EMILY's List, Events Manager

(October 2017 - May 2019)

- Planned and executed all aspects of EMILY's List events, including contracting venues, creating dynamic programs, managing the creation of all event materials and external communications, developing a staffing plan, and executing the event.
- Managed speakers and special guests for events, including creating speaker invites, coordinating speaker logistics and travel, writing briefing materials, and liaising with speakers and their staff.

No Labels, Director of the CEO's Office

(March - October 2017)

- Directed operations for the CEO and leadership team, which included managing relationships with vendors, contractors, and partners; scheduling and prioritizing organizational objectives; and overseeing correspondence and contact management.
- Served as a liaison between senior management and a staff of 15-20. Participated in the hiring process for positions across the organization, onboarded and facilitated training for employees, and served as a navigator for staff within the organization.
- Led strategic and logistical planning for key organizational events and board meetings.

The White House, Associate Director of Scheduling to Vice President Joe Biden

(June 2015 - January 2017)

- Created the Vice President's daily schedule, coordinating with White House staff and external organizations to highlight the Administration's priorities.
- Directed logistics for all engagements, working with high-level intergovernmental and external stakeholders to make strategic decisions that ensured successful execution of all meetings and appearances.

US Department of Agriculture, Scheduler to Secretary Tom Vilsack

(January - June 2015)

- Produced the Secretary's official schedule, working strategically with multiple departments and external entities.
- Negotiated the Secretary's participation in internal and external events and made decisions to effectively execute these events.

Office of Congressman Bruce Braley, Director of Scheduling & Operations

(January 2013 - January 2015)

- Directed operations for the Congressman's DC and district offices, which included overseeing all meetings and events, managing a \$1.2M office budget, and negotiating contracts with vendors.
- Managed a complex scheduling process for the Congressman, including handling requests, advising on strategic scheduling recommendations, making travel arrangements, and heading the surrogate scheduling operation.

2013 Presidential Inaugural Committee, Coordinator for Balls and Receptions

(December 2012 - January 2013)

- Served on a team that recruited, trained, and deployed approximately 2,000 volunteers to fulfill crucial operational roles at the Inaugural Balls and Receptions.
- Led a team of six interns, coaching them to write and execute comprehensive volunteer plans for their assigned events.

Organizing for America—Iowa, Regional Field Director and Field Organizer

(August 2011 - November 2012)

- Hired 17 field staff as the campaign ramped up and continuously managed nine field organizers, motivating them to hit aggressive voter contact goals.
- Developed and executed a region-specific version of the statewide field plan, delivering a victory in every county in the region.

Education

University of Iowa, May 2011

Bachelor of Arts in Political Science and Gender, Women's, & Sexuality Studies