

Contact

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Top Skills

Event Planning
Political Campaigns
Fundraising

Languages

French

Miranda Dixon

Director of Advance
Washington DC-Baltimore Area

Summary

Languages: English, French

Experience

U.S. Department of Energy (DOE)
Director of Advance
November 2021 - Present (1 year 10 months)

Bond Event Productions (Bond Events)
3 years 3 months

Event Producer
January 2019 - November 2021 (2 years 11 months)

- Produce live, virtual, and hybrid events for conferences and summits, political fundraisers, annual galas, and seasonal installations.
- Plan and execute the logistical and creative elements for events by crafting design and branding opportunities, developing unique guest experiences, expertly managing the flow of stage participants, elevating VIP interactions, coordinating with vendors and venues, and overseeing all on-site volunteers and staff.

Event Coordinator
September 2018 - December 2018 (4 months)

- Event planning and research, and on site, event day coordinator.
- Day-of wedding planner.

U.S. House of Representatives
Scheduler and Executive Assistant, Congressman Jared Huffman
March 2017 - May 2018 (1 year 3 months)
Washington, District Of Columbia

- Managed daily engagements, appearance invitations, and schedule for US Congressman Jared Huffman
- Facilitated office operations and identified long-term goals for the office through close collaboration with Legislative Team, Communications Director, and Chief of Staff

- Upgraded scheduling systems for appointments with the Congressman, Chief of Staff, Legislative Director, Legislative Assistant, and Legislative Correspondent

U.S. Department of Housing and Urban Development

Advance Coordinator

February 2016 - January 2017 (1 year)

- Advance lead for HUD Secretary Julián Castro and participating principals at events including national convenings, tours, roundtables and press conferences
- Oversee site builds and develop event agendas by collaborating with event hosts, security detail and vendors while working under strict budgets and narrow timelines
- Serve as the fill-in for the Director of Advance and Director of Scheduling and train staff to advance events

The White House

3 years 5 months

Advance Associate

January 2014 - January 2017 (3 years 1 month)

Washington D.C. Metro Area

- Travel domestically and overseas to advance hotels, speech sites, fundraisers and meetings for the President of the United States, the First Lady and their traveling staff
- Oversee logistical preparations for local media and the White House traveling press pool at selected speech sites

Office of Scheduling and Advance, Intern

September 2013 - December 2013 (4 months)

- Traveled in advance of the President to Louisiana to prepare for the arrival of Air Force One
- Assisted with on-site preparation and management of crowd and media logistics for Presidential events in the DC metro area
- Supported development of schedules for the White House Press Corps
- Worked on a team of 5 to respond to approximately 1,500 Presidential scheduling requests per month

US Small Business Administration

Special Assistant

April 2015 - February 2016 (11 months)

- Scheduled and traveled for the SBA Administrator, including working on a small team to develop trip and event agendas through collaboration with program offices and event hosts
- Managed, tracked and responded to scheduling requests; developed a standardized procedure for handling appearance requests

U.S. House of Representatives

Press Intern

May 2013 - August 2013 (4 months)

Congresswoman Julia Brownley

- Drafted event speeches, floor speeches and press releases
- Compiled daily press clips and weekly media reports
- Maintained social media sites including official website and researched application of social media
- Sorted and responded to constituent correspondence
- Assisted with scheduling and legislative projects, attended meetings, briefings and Congressional events
- Provided front desk relief, booked and led tours of the US Capitol

The Baughman Company

Direct Mail & Fundraising Intern

January 2013 - May 2013 (5 months)

Washington D.C.

- Supported development of marketing strategies and candidate profiles
- Created drafts for messaging pieces, frank mail and fundraising prospectuses
- Assisted with planning the company's spring reception
- Candidate and client research using Lexis Nexus database
- Assisted with weekly event preparations, prepared thank you notes and donation letters
- Organized call sheets and financial reports for members of Congress and their staff
- Researched hotel accommodations for 200 persons in Louisiana
- Provided front desk relief and administrative assistance (data entry, check processing and database audits)

ORGANIZING FOR AMERICA

Field Organizer

January 2012 - November 2012 (11 months)

Ames, Iowa

- Managed three volunteer teams and four part and full-time interns

- Trained volunteers on data entry, social media, online organizing, voting law in Iowa and campaign messaging
- Created self-sufficient teams which conducted four days of Get Out the Vote operations within the city of Ames
- Oversaw events and programs to encourage the participation of women in the election: organized discussion groups, house parties training for volunteers
- Advance assistance and crowd build for press events and events with celebrity sponsors and state and county government leaders, management of volunteer teams for Presidential events
- Built relationships with community members, small business owners and key political stakeholders
- Liaison between staff and volunteers, organized inter-state travel for volunteers, and supplied volunteers with resources to build a successful grassroots campaign in their neighborhood

American University of Paris

1 year

Office of Student Affairs / Office of Admissions, Intern
January 2011 - December 2011 (1 year)

- Initiated research projects, developed and wrote student health articles and assisted with daily administrative duties
- Selected to direct campus tours for prospective families of international dignitaries

Student Advisor

August 2011 - September 2011 (2 months)

- Selected by the Dean of Students to run student orientation programs and build relationships with new students
- Organized fundraisers and lunches and assisted with international receptions

Education

American University of Paris

BA, International Comparative Politics · (2009 - 2011)

San Francisco State University

International Relations and Affairs · (2007 - 2009)