

SHANNON MILLS

13405 NW Northrup St. • Portland, OR 97229 • mills.shannon@gmail.com • (971) 400-1333

EXPERIENCE

Peace Corps, Senegal, West Africa (Aug. 2009 — Oct. 2011)

Sustainable Rural Agriculture Volunteer

- Created a demonstration and teaching farm with a local master farmer that will serve more than 3,000 villagers. Managed a \$5,000 grant, provided ongoing technical instruction, and supervised the construction of a fence, well and storage building.
- Secured funding for and established a women's group garden that has increased the food security of more than 300 rural people. Organized a training for 20 first-time gardeners on gardening skills and nutrition.

Portland Community College Bond Measure Campaign, Portland, OR (Jan. — Nov. 2008)

Campaign Manager

- Coordinated all day-to-day logistics of a successful campaign to pass the largest education bond measure in state history. Communicated weekly progress reports to the campaign steering committee.
- Recruited and trained 50 volunteers to participate in voter outreach.
- Managed a budget of over \$400,000, communicated with contributors and vendors, and maintained compliance with election rules.

Yes on Measure 49 Campaign, Portland, OR (Aug. 2007 — Nov. 2007)

Washington County Field Organizer

- Recruited, trained and motivated over 200 campaign volunteers to contact their neighbors about an initiative to protect Oregon's farms and forests from overdevelopment.
- Acted as a liason between the campaign and partners such as elected officials and nonprofit organizations.

Boly Welch, Portland, OR (June 2007 — July 2007)

Temporary Receptionist

- Worked as the front-desk receptionist for a law firm of six attorneys.

Minnesota Advocates for Human Rights, Minneapolis, MN (Sept. — Dec. 2006)

Intern, Refugee and Immigrant Program

- Wrote asylum case summaries for attorneys.
- Conducted intake interviews of clients over the phone.
- Performed general administrative tasks such as filing, mailing documents, and copying.
- Composed business letters for correspondence with clients and attorneys.

EDUCATION

Bachelor of Arts in Political Science, May 2007

Macalester College, St. Paul, MN

SKILLS

- Computers: Internet, Mac and PC operating systems, MS Office (Word, Excel, Powerpoint, Outlook)