



Brianna Brumbaugh

Program Coordinator

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In addition to managing Keystone's Washington, D.C., office, Brianna provides project support and logistics coordination for Keystone Policy Center's energy, environment, health, and education work. Prior to joining Keystone, her professional experience included program management for a national nonprofit and executive support for the animal health industry.

MEETING LOGISTICS & TRAVEL MANAGEMENT EXPERIENCE

Keystone Energy Board

Brianna provides ongoing project support and logistics coordination for meetings of the Keystone Energy Board, a forum for energy leaders to discuss and debate timely energy and environmental issues. The board is composed of approximately 50 individuals with varied perspectives on energy policy, including industry, technology, environmental NGOs, consumer advocacy, and state and federal government. Meetings take place three times a year and Brianna is responsible for all aspects of meeting logistics including venue, catering, and audio/visual services. She develops the online registration website and manages RSVPs. She also arranges for airfare, lodging, and ground transportation for the Board's supported members and guest speakers. Brianna is responsible for coordinating the reimbursement of meals and other allowable expenses for these supported participants. (2014 – Present)

Farm Labor Practices Group

Brianna provides ongoing project support and logistics coordination for meetings of the Farm Labor Practices Group, a forum for representatives of tobacco manufacturers, leaf merchants, growers, workers, faith-based investors, the U.S. Department of Labor, and the Consulate General of Mexico in Raleigh, N.C., to engage in dialogue on farm labor practices in the U.S. agricultural supply chain. The Farm Labor Practices Group meets in full twice a year, with additional workgroup meetings occurring at least three times a year. Brianna coordinates all logistics for these meetings, including venue selection, catering, and audio/visual services. She also arranges for airfare, lodging, ground transportation and meal reimbursement for supported participants. (2015 – Present)

ASTHO/CDC Electronic Health Record Access

Brianna provided project support and logistics coordination for this project which gathered input from stakeholders across the country to identify ways to improve Electronic Health Record access between healthcare facilities and state health officials in the event of an outbreak. Brianna coordinated the scheduling of more than 40 one-on-one interviews conducted by teleconference. As part of this project, she also supported a meeting of key state and territorial health officials by managing registrations and coordinating travel arrangements for all invited participants. (2014)

Field to Market: The Alliance for Sustainable Agriculture

Brianna provided project support and logistics coordination for meetings of Field to Market: The Alliance for Sustainable Agriculture, a collaborative stakeholder group representing the commodity agriculture supply chain. Its members include agricultural producers; agribusiness; food, restaurant,

and retail companies; conservation NGOs; academic institutions; and federal agencies. Prior to Field to Market expanding to hire dedicated staff members, Brianna coordinated its workgroup meetings as well as plenary meetings, which were attended by up to 150 persons. She was responsible for all venue logistics, catering, and audio/visual services. (2014)

EMPLOYMENT

Keystone Policy Center, Program Coordinator – Washington, D.C. (May 2014 – Present)

- Designs online meeting registration templates and manages RSVPs
- Researches meeting venues and secures appropriate venue and audio/visual support
- Coordinates catering including refreshments, meals, and cocktail receptions
- Arranges lodging, airfare, and ground transportation as needed for supported participants
- Communicates with supported participants to provide appropriate expense guidelines
- Coordinates reimbursement of meals and allowable expenses for supported participants
- Provides on-site meeting support for large and small meetings

Alley Cat Allies, Program Manager – Bethesda, MD (July 2012 – April 2014)

- Managed and served as hiring manager for team of five community support specialists within a national non-profit
- Oversaw implementation and tracking of direct support funds, including budget reconciliation and tracking program success
- Served on cross-departmental Grant Committee in charge of screening grant applications and recommending top applicants to leadership
- Served on cross-departmental Technology Committee in charge of customizing CRM software to fit organizational needs