

Caitlin L. Hills, J.D.

PROFESSIONAL EXPERIENCE

University of Arizona, Eller School of Management, Tucson, Arizona

August 2015-Present

Lecturer of Business Communication. Develop case studies and curriculum for over 120 students per semester. Online Instructor for BCOM 315 ,BCOM 314R and BCOM 214.. Provide grading support for BCOM Team for writing diagnostic and final writing assessments. Final assessor of undergraduate and graduate writing assessments. Develop case studies for course study.

University of Arizona, Eller School of Management, Tucson, Arizona

April 2011-August 2015

Technical Specialist for both Undergraduate and Graduate School business communication courses. Provide online instruction and assessment for students.

Belfast Kids!

January 2011-Present

Founder. This FB page lists family friendly activities for the Mid-Coast Maine area. Activities include arts, nature, festivals and fairs, and sporting opportunities. Approximately 1000 Members.

Smart Campaigns, Inc., Belfast, Maine

Researcher. December, 2010-October, 2012

Candidate research and grassroots advocacy for Americans Elect, an online presidential nomination movement. Developed excel spreadsheets to track candidates' progress for multi-level organization.

American Lands Alliance, Washington, D.C

National Forest Program, Director, October 2006-January 2009

Directed all components of the National Forest Program, including the drafting of legislation, position papers, activist alerts and press releases. Responded to press inquiries. Served as chief lobbyist on Capitol Hill. Pro-actively facilitated forest community to agree to policy positions. Worked to connect local, regional, and national stakeholders and achieve consensus. Wrote funding proposals and reports. Responsible for upkeep of ALA website. Supervised 2 staff members, in addition to interns.

Alaska Rainforest Campaign (ARC), Washington, D.C

Legislative Director, September 2003-August 2006

Senior lobbyist and director of legislative and regulatory initiatives to protect America's largest temperate Rainforest. Successfully led environmental and taxpayer community in federal subsidy initiative. Succeeded in consecutive winning votes in the U.S. House of Representatives. Built successful coalition of non-traditional allies such as taxpayer groups, sportsmen and commercial fishermen to achieve ARC's long and short term goals. Wrote press releases, fact sheets and funder reports.

The Humane Society of the United States, Washington, D.C.

Federal Lobbyist, June 1998-August 2000

Lobbied Members of Congress and Congressional staff on animal welfare issues. Conducted briefings, testified before Congressional committees, conducted media interviews with National Public Radio, The New York Times, Miami Herald, and the Village Voice. Specific legislative initiatives included the Safe Air Travel for Animals Act, the Safe Haven for Women and Animals Act, and the Anti-Crushing Bill. Worked with various administrative agencies to promulgate regulations.

U.S. Senator Bob Graham, Washington, D.C.

Policy Advisor, August 1994-June 1998

Portfolio included: environment, Indian affairs, energy, international trade, immigration and women's issues. Responsible for tracking and analyzing legislation, briefing the Senator, drafting floor statements, developing private and public coalitions. Senior staffer for the Energy and Natural Resources Committee. Supervised team of six legislative correspondents and four Congressional fellows. Represented the Senator in meetings both in Washington, D.C. and throughout Florida.

EDUCATION

The University of Connecticut School of Law, Hartford, Connecticut

Juris Doctorate May 2003

Associate Editor-Public Interest Law Journal

Recipient of Public Interest Law Group Summer Fellowship Award, Summer 2002

New York University, New York, New York

Bachelor of Arts, Political Science, January 1993

Bachelor of Fine Arts, Drama, January 1993

Notable Achievements

Elected Office:

RSU #20 School Board-2012-2014

RSU #71 School Board-Vice Chair-2015-2017

RSU#71 School Board-Chairwoman-2017-Present

Democratic Party:

Waldo County Democrats, Vice Chair 2016-2018

Member, Maine Democratic State Committee 2010-2018

Member, 2016 Delegate to Maine State Democratic Convention

Member, 2018 Delegate to Maine State Democratic Convention

Get out the Vote (GOTV) Canvasser, 2010, 2012, 2014, 2016, 2018

Eller School of Management

Student's Choice Award for Outstanding Faculty (2018)

Humane Society of the United States

Waldo County Coordinator (2014-Present)

Publications

America, The Owner's Manual. Making Government Work for You. **Contributing Author** -United States Senator Bob Graham (D-FL) and Chris Hand (2016) Sage Publisher

The Secret Handshake, Effective Communication for the Workplace (textbook) **Co-Author**

University of Arizona, Eller School of Management Business Communication Textbook (2016) (2017) (2018)

Kendall Hunt

Cracking the Code, Successful Strategies for Business Writing (textbook) **Co-Author**, University of Arizona, Eller School of Management Business Communication Textbook (2017) (2018)

Kendall Hunt

Stand Out, Business Communication Strategies that Work, (textbook) **Co-Author**, University of Arizona, Eller School of Management Business Communication Textbook (2018)

Kendall Hunt

RSU # 71 Policy Handbook (2015-2019) **Contributing Author**

Clerkships while in law school:

The Center for Biological Diversity, Tucson, AZ

Summer Associate, June 2002-September 2002

Conducted research on forest fires and their causes. Responded to media inquires during forest fire season.

Wrote legal memoranda regarding species protection, wildlife refuges, the International Whaling

Commission, and U.S. Forest Service policy.

O'Brien, Shafner, Stuart, Kelly and Morris, Groton, CT

Clerk, May 2001-January 2003

Conducted research, wrote legal memorandums, met with clients, attended depositions. Wrote Connecticut Supreme Court Amicus Brief on behalf of Connecticut Trial Lawyers Association.

Fluent in Spanish.