

# TRAMAINE D. BROWN

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Phi Beta Kappa graduate of Wofford College with rich professional, international, and public service experience. A reliable, trustworthy, and tenacious team player who follows directions well, but also takes initiative appropriately. An effective communicator in both English and Spanish with great interpersonal skills. Flexible with the ability to learn quickly and to adapt to any environment.

## EXPERIENCE

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### OBAMA FOR AMERICA CAMPAIGN HEADQUARTERS

February 2012- November 2012

Department of Scheduling and Advance: Advance Desk

Chicago, IL

- Collaborated with numerous departments at headquarters to develop and maintain a robust, efficient, and flexible organizational structure that would allow us to meet our collective goals while working in a fast pace environment
- Monitored and supplied the administrative, financial, visual, and technological assets required for campaign events that featured President Barack Obama, First Lady Michelle Obama, Vice President Joe Biden, Dr. Biden, or Former President Bill Clinton as a senior member of a high performing team of seven advance coordinators.
- Acted as the first point of contact for traveling campaign advance staffers for First Lady Michelle Obama and Former President Bill Clinton.
- Communicated daily with The White House about logistical and scheduling information pertaining to the First Lady's campaign trips.
- Coordinated frequent, often complex travel arrangements with meticulous concentration to detail, including creating itineraries, managing reservations, and processing expense reports for more than 100 traveling staffers across the country.
- Deliberated carefully with the Deputy Director of Advance for the First Lady Lindsay Scola and Director of Advance Grant Campbell to solve conflicts and create solutions for issues that arose with our campaign events.

### WOFFORD COLLEGE

August 2011- January 2012

Office of Student Affairs: Student Affairs Fellow

Spartanburg, SC

- Provided advising and organizational support for multicultural student-led programming during the College's search for a new Director of Multicultural Affairs.
- Presented the Vice President of Student Affairs and her senior staff with weekly reports about the multicultural programming.
- Oversaw a \$20,000 budget to ensure that funds were allocated appropriately to faculty and student groups that sought to engage in activities that promoted the goals of the Office of Multicultural Affairs
- Evaluated alleged violations of the Code of Student Rights and Responsibilities as a Presidential Appointee to the College's Judicial Court.
- Enhanced the Student Body's awareness of the Office of Multicultural Affairs' mission by being a spirited and engaged advocate of the Office.

### CITY OF SPARTANBURG

June 2011 – July 2011

Community Relations Department: Youth Facilitator

Spartanburg, SC

- Created the curriculum and led classes for the first Spartanburg Academy for Innovative Youth Leadership

### THE WHITE HOUSE

September 2010 – December 2010

Office of Scheduling and Advance: Intern

Washington, D.C.

- Organized and maintained the records of the President's public activities for the Director of Scheduling and Advance, Danielle Crutchfield

### THE ASPEN INSTITUTE

August 2009- June 2009

Colorado Campus: Intern

Aspen, CO

- Managed the Tomorrow's Voices Program by orientating high school students to the Institute, reviewing program procedures with them, and making sure that the needs of the prestigious guest speakers' were superiorly met

## EDUCATION AND SKILLS

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### WOFFORD COLLEGE

Spartanburg, S.C. 29303

Highly computer literate with

Majors in English and Spanish and a Concentration in African American Studies

B.A. May 2011

extensive experience using Word, Excel, Access, and PowerPoint

## HONORS AND AWARDS

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<http://www.goupstate.com/article/20120626/ARTICLES/120629787?p=2&tc=pg>

<http://www.goupstate.com/article/20110215/ARTICLES/102151026?p=1&tc=pg>

<http://www.goupstate.com/article/20080409/NEWS/804090322?p=1&tc=pg>