

Education

- Doctor of Philosophy, Humanities
Concentrations: History, Political Science
Clark Atlanta University, *Currently Enrolled*
- Master of Public Administration,
Emergency and Disaster Management,
Metropolitan College of New York
- Bachelor of Liberal Studies,
Interdisciplinary Studies, Boston University

Honors Programs and Industry Memberships

- Epsilon Pi Phi, National Emergency
Management Honor Society
- Pi Alpha Alpha, Global Public Affairs and
Administration Honor Society
- International Association of Emergency
Management, Organization member,
Diversity Committee member
- Black Emergency Managers Association
International, Organization member

Certifications

- Federal Emergency Management Agency
(FEMA) Certifications:
 - Active Shooter: What You Can Do
 - Community Hurricane Preparedness
 - Community Preparedness –
Implementing Simple Activities for
Everyone
 - Diversity Awareness
 - Introduction of Continuity of Operations,
Continuity of Operations (COOP)
Awareness
 - Civil Rights and FEMA Disaster
Assistance
 - Introduction to Hazard Mitigation
 - Social Media in Emergency Management
 - Single Resources and Initial Action
Incidents
 - Leadership and Influence
 - NIMS Resource Management
 - Emergency Planning

Professional Bio

Ms. Brittany Giles-Jones has over a decade of professional experience working across sectors in academia, production development, and emergency and disaster management. She has worked in consulting, academia, and non-profit sectors in a variety of roles, leading up to her current position as an Emergency Management Consultant. As a consultant, she has developed a strong understanding of the foundations and principles of effective emergency management, serving in roles across preparedness, mitigation, response, and recovery.

As a doctoral student at *Clark Atlanta University*, Ms. Giles-Jones focuses on research that aims to *Understand Historical Inequities in Disaster Planning and Response*.

Emergency Management Experience

Management Specialist 3 | CDM Smith Inc.

2022 - Present

- Provides content development and research support for the Technical Services Unit, focused on supporting the Federal Emergency Management Agency (FEMA) in Hazard Mitigation Assistance (HMA) Grant program development and implementation.
- Assists in the development of program and policy materials, in addition to Option Papers for the STORM ACT, Training sector, and External Stakeholder Working Group.
- Provide operations support for the FEMA External Stakeholders Working Group inclusive of meeting and Working Group deliverables.

Associate, Preparedness Division | Hagerty Consulting Inc.

2020 - 2022

- Provided Quality Assurance (QA) and 508 compliance support for the development of over 25 courses for FEMA's Field Operations Directorate (FOD), Workforce Development Division, and FEMA Qualification System (FQS).
- Provided consistent content development and QA support for the Hagerty Policy Sector which supported Community Development Block Grant – Disaster Recovery (CDBG-DR) program administration for the Texas General Land Office (GLO), State of Nebraska Department of Economic Development (DED), and the Rebuild Florida Housing Repair and Replacement program.
- Performed as support staff for the Mid-America Regional Council (MARC) Complex Coordinated Terrorist Attack (CCTA) exercises. This support included exercise and workshop preparation and execution.
- Supported the development of the *Salt Lake County COVID-19 After Action Report* and *Impact Community Needs Assessment* through the analysis of interview information of Emergency Coordination Center staff members and County stakeholders involved in COVID-19 response to inform recommendations and report findings. Additionally, completed pandemic research to remain abreast of economic impacts, health recommendations, and guidelines, as well as community needs and developing best practices for response and recovery.

Previous Professional Experience

Assistant Managing Director | The Juilliard School

2016 to 2020

- Promoted from the position of **Drama Events and Projects Coordinator** after one year, where I coordinated events for all Drama-related student, alumni, and donor events including the creation of event-related rehearsal schedules and acting as the on-site division representative and liaison for the Special Events and Alumni Departments. Additionally, created Drama alumni news reports for prospective student event literature, the in-house alumni news bulletin board, and *The Juilliard Journal*; by researching and tracking alumni news in industry and mainstream publications.
- Assisted the Managing Director with daily department operations inclusive of all department photo management, both active requests, and archival footage. In addition, I produced over 20 - Fourth Year and Playwright student videos annually that are displayed on The Juilliard School website.
- Drafted the 2018 and 2019 department and production information materials for the public which included the: *Drama Season Brochure*, *Drama Division Admissions booklet*, *Recruitment poster*, and virtual orientation information.
- Supported year-round recruitment through the coordination and leadership of prospective student events; and tours and by taking an active role in the execution of the annual auditions and admissions process.

Equity Stage Manager | Actors Equity Association

2013 to 2016

- Worked as the liaison between production staff, artistic teams, production crews, and cast members, including creating daily schedules for all rehearsal and production needs, calling sound, lighting, and special effect cues during productions, authoring daily production and rehearsal reports, and maintaining the artistic integrity and directorial vision of each production throughout the production run.
- Managed full-scale productions from the rehearsal process through the run of the show, by transporting cast members and equipment throughout the United States while on a national tour; maintained production props and laundry and ensured all Actors Equity Association union rules and guidelines were met.

Talent Representative | 411 South Talent Agency

2007 to 2013

- Placed talent clients in national and international tours, films, commercials, and corporate events, by recommending clients based on industry client requests, marketing clients for upcoming and currently casting productions through research of pre-production and in-development productions; and maintaining talent client's digital profiles on casting websites.
- Negotiated and drafted union and non-union talent employment contracts ensuring all guidelines and rates of the *Screen Actors Guild – American Federation of Television and Radio Artists*, *Actors Equity Association*, and *Stage Directors and Choreographers Society* were adhered to.
- Managed the company's receivable and payable accounts by invoicing for all assigned accounts and following up on outstanding payments, in addition to producing checks for talent clients after receipt of payment.

Board, Ministry, and Volunteer Experience

Symposium Volunteer | FEMA 25th Higher Education Symposium, Emmitsburg, MD

- Planning Committee Member
- Symposium Panelist: The Future of Emergency Management: Ph.D. Panel

Conference Volunteer | IAEM 67th Annual Conference & EMEX, Savannah, Georgia

- Participation services representative for the Silent Auction and conference registration staff.

Symposium Volunteer | FEMA 21st Higher Education Symposium, Emmitsburg, MD

All reports published on; <https://training.fema.gov>

- Presentation and meeting scribe for Threats to EM Program Sustainability: Downsizing and Elimination. Teaching, Tenure, and Dissertations: How Can I Possibly Accomplish Everything? and [Special Interest Group]: Race, Ethnicity and Economic Impacts.
- Various Symposium staff assignments on-site at the National Emergency Training Center.

Board Chair | Brave New World Repertory Theatre | Brooklyn, NY

- Approved and reviewed the company's annual and production operating budgets, totaling \$100,000 annual average.
- Worked as patron sponsorship liaison during company-produced events and productions.

1st Vice President and Chief Operating Officer | Program and Activities Coordinator | National Convention of Gospel Choirs and Choruses Inc. Youth and Young Adult Department

- Created and maintained department budgets totaling \$5,000 annual average through the management of individual education, event, fundraising, gift-giving, and operating budgets.
 - Created and presented budget reports to the national convention finance team based on records maintained of all department revenue and expenses throughout the program year.
- Functioned as the onsite point of contact for national convention stakeholders; ensuring contract stipulations were met as it pertains to Youth and Young Adult members; an average of 250 people annually, in addition to overseeing setup and breakdown of all department spaces.
- Developed course curriculum and executed department events and programs held during national and regional conventions and conferences by leading faith-based workshops, panel discussions, and spiritual education presentations

FELLOWSHIPS AND SCHOLARSHIPS

- **Fellow** | William Anderson Fund Fellowship | 2022 – Present
- **Research Fellow** | Carl Menger Fellowship | Frédéric Bastiat Fellowship | Mercatus Center. | 2021 – Present
 - 2023 Publication Topic: Applying Public Choice Theory to Public Policy
 - Chapter Topic: Using Public Choice to understand inequities in Disaster Planning and Response
- **2024 Student of the Year** | International Association of Emergency Managers
- **2022 Graduate Merit Scholar** | Alpha Kappa Alpha Educational Advancement Foundation Inc.,
- **2022 Scholarship Recipient** | Lt. General Julius Becton Jr. Scholarship Program | Institute for Diversity and Inclusion in Emergency Management
- **2021 Scholarship Recipient** | Stephen Fienberg Scholarship Program | Congressional Black Caucus Foundation
- **2021 Scholarship Recipient** | National Racial Equity Initiative for Social Justice (NREI) Historically Black College and University (HBCU) Social Justice Scholarship | Congressional Black Caucus Foundation