

## DAWN MORROW

### PROFILE:

Dedicated and detail-oriented professional with over 16 years as a small business owner and extensive experience in local government administration. Proven expertise as a Government representative for Contra Costa County, demonstrating strong capabilities in legislative support, community engagement, and crisis communications. Committed to enhancing civic transparency and facilitating public engagement.

### FOCUS:

#### Local Government Administration:

- Extensive experience as Special District Board Director overseeing a state-of-the-art Water Recycling Facility and Collection System with an annual budget exceeding \$19 million.
- Strong leadership skills demonstrated through managing political campaigns and serving as District Representative for an elected County Supervisor.
- Proven track record in providing administrative support to elected officials, including managing staff and acting as a liaison between government bodies and constituents.

#### Community Engagement and Relationship Management:

- Strong relationship-building skills, established through meaningful interactions with community stakeholders, City Councils, and government agencies.
- Active involvement in advisory bodies related to Economic Development, Housing, and Health Services, contributing to effective decision-making and service delivery.

#### Crisis Communications:

- Effectively managed crisis communications during natural disasters and the COVID-19 pandemic by coordinating response strategies that supported more than 110,000 constituents.
- Developed communication plans following best practices and county policies to ensure clarity and transparency.

#### Event Planning and Digital Media Management:

- Planned and coordinated private and community events, managing official websites and social media campaigns for the County Supervisor.
- Demonstrated expertise in Brown Act-governed and public meeting planning and management, including virtual meetings using platforms like Zoom, GoTo Meetings, and Teams.

#### Professional Transition and Remote Work:

- Instrumental in transitioning the District office to fully remote operations in 2020, implementing MS Teams and maintaining effective inter-office communication throughout the COVID-19 pandemic.

#### Industrial Experience:

- 22 years of experience as a Journeyman Millwright, focusing on refinery and municipal projects, with expertise in machinery installation, facility construction, welding, and robotics.

## PROFESSIONAL EXPERIENCE

### District Representative - Contra Costa Board of Supervisors 2015-2022

- Provided administrative support to Supervisor Diane Burgis, overseeing County staff and acting as a liaison to constituents.
- Served as municipal clerk for various advisory committees, managing events, graphic design, video, web, and social media.

### Dawn Morrow Design - Northern California: See [Portfolio](#) 2010-Present

- Develops small business identity packages, including logo design, print, signage, and web marketing.
- Political campaign management.

### Production Artist - Mountain Hardwear, Richmond, CA 2004-2010

- Created illustrations for buyers' print catalogs.
- Managed large file assets.

### Millwright - Millwright Local 102, Northern California 1981-2002

- Oversaw construction and installation projects for municipal and industrial facilities, demonstrating project management capabilities and attention to compliance with safety standards.

## GOVERNING BOARD EXPERIENCE

- Ironhouse Sanitary District Board of Directors (2016 - Current)
- Contra Costa County Local Agency Formation Commission, Special Districts Alt. (Current)
- Contra Costa County Treasury Oversight Committee (Current)
- Contra Costa Special Districts Association, Vice President (Current)
- East County Water Management Association, Chair (Current)
- NorCal Carpenters Joint Apprenticeship Executive Committee

## EDUCATION

- Los Medanos College - Graphic Communications
- California Special Districts Assoc. Leadership Academy
- East Bay Leadership Council training
- CCC Civic Plus training
- City of Oakley Leadership Academy
- Nor Cal Carpenters Millwright Apprenticeship

## CERTIFICATIONS

- California Special Districts Association Board Secretary/Clerk Certificate 2023
- Brown Act Training
- Sexual Harassment Prevention Certificate
- AB 1234 Ethics Certificate
- Good Governance Certificate
- CSDA Leadership Academy
- Verbal Judo Tactical Communications
- C.E.R.T. Oakley Community Emergency Response Team