

JACKSON MILLER

jackson@civitas.ltd | Contact Card | (260) 377-9575 | LinkedIn | Indianapolis, IN

Profile

- ❖ Dynamic Communicator with a background in political science, skilled in policy analysis, strategic communication, and stakeholder engagement.
- ❖ Adaptive learner capable of quickly picking up new skills regardless of technicality or difficulty.

Education

BA: Political Science (Major) / Psychology (Minor)
Wabash College

Crawfordsville, IN

Diploma
Southwood Jr./Sr. High School

Wabash, IN

Skills

Technology & Software: Microsoft Office 365, Google Workspace, WordPress, Canva, PowerPoint, Westlaw EDGE, Tabs3, NetDocs, Database Management, SPSS, R, Python

Communication & Writing: Legal Research, Legal Writing, Legal Document Preparation, Policy Advocacy, Grassroots Advocacy, Public Relations, Press Release Writing, Content Creation, Blog Writing, Oral Communication, Copywriting, Editing, Proofreading, Speech Writing, Cross-Functional Team Leadership

Professional: Project Management, Event Planning, Sponsorship Coordination, Content Marketing, Social Media Management, Stakeholder Engagement, Budget Management, Vendor Coordination, Contract Negotiation, Sales & Customer Service, Time Management, Delegation, Leadership Development

Specialized: Governmental Affairs, Electronic Common Technical Document (eCTD), S.M.A.R.T. Customer Service, Counterbalance Lift-Truck Operation

Professional Experience

Co-Owner
Civitas LLC

June 2024 - Present
Indianapolis, IN

- ❖ Co-founded and lead company that sells public-policy software solutions for lobbyists, compliance managers, lawyers, NGOs, and policy professionals of all types.
- ❖ Actively developing an array of services that are competitive with existing products, and new classes of products specialized to help all aspects of public policy operations.
- ❖ Leveraging advancements in LLMs to sequence, index, and categorize information pertaining to government affairs, creating comprehensive stakeholder management systems.

Marketing Manager
Kroger Gardis, and Regas, LLP

June 2023 - April 2024
Indianapolis, IN

- ❖ Oversee media outreach efforts, including online and community initiatives for Indianapolis-based law firm founded in 1937.
- ❖ Manage social media accounts and assist with WordPress website administration.
- ❖ Write, edit, and oversee KGR blog and other news-related articles and content.
- ❖ Work closely with attorneys to find stories and newsworthy topics for PR coverage.
- ❖ Represent KGR as spokesperson or liaison to community and media.
- ❖ Attend community events on behalf of KGR including overseeing community sponsorships.
- ❖ Actively participate in tradeshow, networking events, and other industry-related activities.
- ❖ Stay current with bar rules, legal industry trends, and information.
- ❖ Adhere to highest standards of ethics and legal compliance in all communications.

Education, Municipal, and Public Policy Summer Clerk
Kroger Gardis, and Regas, LLP

May 2022 - January 2023
Indianapolis, IN

- ❖ Tracked state legislation as it moves throughout legislative process and consistently updated members of education team.
- ❖ Assisted in creating, editing, and propagating policy position papers, communications, and educational content.
- ❖ Assisted in scheduling, meeting, and communicating policy priorities with different stakeholders.
- ❖ Attended and networked with members of General Assembly and policy specialists, policy analysts, and lobbyists in industry.
- ❖ Recorded and billed out for policy projects to existing public and non-public schools.

Principal Member
Miller Staking LLC

2024 - Present
Indiana

- ❖ Provide horse race management services helping horsemen manage their stables and race stake payments.

- ❖ Manage business operations and client relationships in regulated environment.

Education Paraprofessional
MSD of Wabash County

November 2020 - October 2021
Wabash County, IN

- ❖ Provided classroom support and assistance in educational environment.
- ❖ Collaborated with teaching staff to support student learning and classroom management.
- ❖ Developed cross-functional team leadership skills working in school setting.

Substitute Teacher
NorthEastern District Sub Dispatch (MSD of Wabash County)

November 2020 - January 2021
Wabash County, IN

- ❖ Served as substitute teacher across multiple grade levels in MSD of Wabash County member schools.
- ❖ Maintained classroom continuity in absence of regular teachers.
- ❖ Delivered instruction and managed student behavior in accordance with school policies.
- ❖ Adapted to different classroom environments and grade level requirements.

Sales Associate / Seasonal Associate
Lowe's Companies, Inc.

May 2021 - August 2021
Marion, IN

- ❖ Provided best-in-class customer service at all levels, getting orders prepared and negotiating terms of contracts.
- ❖ Sold nearly \$12,000 worth of flooring and installation contracts as seasonal associate.
- ❖ Operated counterbalance lift-truck and managed pending orders using proprietary database management software.
- ❖ Delivered S.M.A.R.T. customer service to drive revenue and customer satisfaction.

Summer Associate
Cambell Cruize Inc

August 2019 - October 2019
Meir, IN

- ❖ Took on challenges and workload of general contractor role.
- ❖ Earned high degree of satisfaction from employer and customers.

Intern
Douglas D Martz Law Offices

August 2018 - May 2019
Marion, IN

- ❖ Observed day-to-day life of lawyer and gained exposure to legal profession.
- ❖ Performed general office management: cleaning, digitizing files, managing contacts, screening calls, organizing files.
- ❖ Completed legal-focused tasks: transcribing interrogations, proofreading briefs, communicating with local government bodies, case research.

College & Campus Experience

Vice President
Phi Delta Theta Indiana Beta

October 2021 - January 2023
Wabash College

- ❖ Worked effectively with diverse set of stakeholders.
- ❖ Helped prepare finance and accounting reports to maintain program budgets.
- ❖ Delegated work, set clear direction, and managed workflow.
- ❖ Effectively gave feedback, provided guidance or corrective action, coach, and develop officer skill sets.

Rush Chairman
Phi Delta Theta Indiana Beta

October 2020 - October 2021
Wabash College

- ❖ Tasked with introducing freshmen and greater Wabash community to chapter.
- ❖ Formed close bonds with goal of admitting some into freshmen class.
- ❖ Managed cross-functional team leadership and time management.

Risk Manager
Phi Delta Theta Indiana Beta

October 2019 - October 2020
Wabash College

- ❖ Ensured Indiana Beta Chapter remained in line with risk management policies as determined by GHQ.
- ❖ Applied cross-functional team leadership and time management.

Advancement Student Worker
Wabash College - Hays Alumni Center

Fall 2021
Crawfordsville, IN

- ❖ Special Events Support: Assisted in constructing and organizing event materials; registration check-in during weekend events; event space setup and tear down; created name badges, check-in lists; greeted and guided alumni and visitors.
- ❖ General Advancement: Assisted with stewardship messaging to donors via ThankView; supervised Advancement Engagement Interns; curated photos for social media advertising; identified new ways to engage alumni digitally and in-person; led digitalization of historical paper files; partnered with Special Events team on event handbook.

Advancement Intern
Wabash College - Hays Alumni Center

September 2021 - January 2023
Crawfordsville, IN

- ❖ Helped organize, setup, and run several events centered around stewardship of gifts, including two Days of Giving which raised \$3,064,933.
- ❖ Solicited donations from Students, Faculty, and Alumni for fundraising events.
- ❖ Organized student volunteers during college sanctioned stewardship events (Sons of Wabash).
- ❖ Office related organizational duties including mail, filing, briefing, and data analysis.

Curation Team Member

October 2021 - May 2022

- ❖ Engaged with both team members and speakers to help create speeches to “TED” standard.
- ❖ Helped assigned speaker create and organize their speech to convey clear and impactful message.