

**Caitlin L. Hills, J.D.**  
202-360-3647  
[chills@arizona.edu](mailto:chills@arizona.edu)

## **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

## **PROFESSIONAL EXPERIENCE**

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

August 2015-Present

Senior Lecturer of Business Communication. Online Instructor for all Business Communication undergraduate offerings. Prepares curriculum and case studies for three business communication classes. Teaches approximately 900 students per year (12 month position).

Facilitates micro-campus delivery of content for Eller Global instructors as well as weekly support.

Provides grading support for BCOM Team for writing diagnostic and final writing assessments for in-person 214 courses. Assesses over 1200 diagnostics and final assessments in Fall and Spring.

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

April 2011-August 2015

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

### **Belfast Kids!**

January 2011-Present

Founder. This Facebook page lists family friendly activities for the Mid-Coast Maine area. Activities include arts, nature, festivals and fairs, and sporting opportunities. Approximately 2500 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 two 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.

### **Notable Achievements**

#### **Eller School of Management**

Student's Choice Award for Outstanding Faculty (2022)

Student's Choice Award for Outstanding Faculty (2018)

#### **Eller School of Management**

Certificate: Building Community in Online Courses (2021)

#### **Elected Office:**

RSU #20 School Board-2012-2014

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

RSU#71 School Board-Chairwoman-2017-2020

#### **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, 2020

Organized Events

#### **Pomfret Class of 1988**

Class Agent, (2020-Present)

### **Publications**

America, The Owner's Manuel. 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) (2022)

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) (2022)

Kendall Hunt

Stand Out, Business Communication Strategies that Work, (textbook) **Co-Author**, University of Arizona, Eller School of Management Business Communication Textbook (2018) (2022) Kendall Hunt

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

### **Presentations**

Tools of the Trade: Effective Strategies for Online Instruction in the Virtual World. Presented at ABC's annual Conference, 2020. <https://vimeo.com/manage/496474909/general>

Webinar: BCOM 314 Transformative Student Experience (in partnership with Eller Online Webinar Series) 2019

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.