

Michelle N. Miller

San Angelo, Texas 76906

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LICENSE & CERTIFICATIONS

State of Texas Bar	2015
State of New Mexico Bar	<i>Pending</i>
Association of Title IX Administrators Level I & II Investigator Certification	2015
Mediation Certification	2021

EDUCATION

Texas Tech University School of Law, Lubbock, Texas

May 2015

Doctor of Jurisprudence

Law and Science Concentration, Energy Law

Honors:

Cum Laude

Distinction Award for Law and Biotechnology

May 2015

Eastern New Mexico University, Portales, New Mexico

Bachelor of Science, *Communication with an Emphasis in Public Relations*

May 2009

EXPERIENCE

- **Yucca Training & Consulting**, San Angelo, Texas 2019 – Present
 - Reviews and updates employee policies pertaining to discrimination and harassment.
 - Develops and delivers training on sexual harassment, tailored to the business or organization's particular needs and policies.
 - Coordinates training on cultural competencies and discrimination.
 - Serves as a third party to receive, review, and investigate complaints of harassment.
- **Angelo State University**, San Angelo, Texas 2015 – Present

Special Assistant to the President & Title IX Coordinator

 - Provides leadership, coordinates teamwork, and is ultimately responsible for the University's compliance obligations under a variety of federal and state laws and NCAA policy to stop, prevent, and remedy discrimination, harassment, sexual misconduct, and retaliation.
 - Develops, implements, and monitors policies, procedures, and practices designed to comply with federal and state legislation, guidance from federal agencies, and case law to ensure prompt and equitable resolution of civil rights complaints.
 - Monitors data to identify trending issues on campus then creates educational initiatives to prevent future issues.
 - Collects, reviews, and distributes data and information to comply with state and federal laws such as the Jeanne Clery Act.
 - Serves as the primary educator within the University on gender-based violence, harassment, and discrimination.
 - Works closely with the Texas Tech System General Counsel on legal matters, policy development, and issues related to students, faculty, and staff.
 - Spearheads gender equity compliance in athletics.
 - Maintains the highest level of confidentiality.

Adjunct Faculty Member for Department of Accounting, Economics, & Finance

- Possesses thorough and accurate knowledge pertaining to ethics and general law such as the Constitution, contracts, torts, criminal, and employment law to then share and educate students.
- Selects and develops instructional materials; plans and organizes instruction to meet the needs of the students and accreditation standards.
- Creates appropriate assignments to encourage student-learning, development of critical thinking and communication skills.
- Uses a variety of methods to engage approximately 100 students in two sections to assess their mastery of content.
- Provides students with encouraging and constructive feedback and serves as a resource as they begin to consider future endeavors.
- Provides content, maintains records, and is available to students in both a face-to-face course and an online course.

• **Wetsel, Carmichael, & Allen**, Sweetwater, Texas 2014 – 2015

Law Clerk

- Researched and prepared title opinions, oil and gas leases, wind leases, estate documents, and various briefs, exhibits, and legal documents.
- Met with clients and provided guidance on estate planning, oil and gas and wind leases, and provided general legal advice under the supervision of a partner.
- Organized group meetings and provided education on multi-party wind leases and worked with individuals within the multi-party lease to ensure the best outcome for each party.
- Worked closely with the supervising attorney on writing and editing a textbook and practice adviser series.
- Maintained the highest level of confidentiality.

• **Hendrick Cancer Center**, Abilene, Texas 2012 – 2013

Manager, Education Services.

- Developed educational material and programs to provide cancer patients and their families following a cancer diagnosis.
- Planned, developed, designed and facilitated educational sessions on nutrition, managing cancer diagnoses, and supporting loved ones with cancer.
- Organized, promoted, and taught tobacco cessation courses.
- Developed strategic partnerships with physicians and health care professionals to offer cancer screenings and preventative health screens to the underserved population.
- Provided community outreach via health fairs and programs with local community organizations and schools.
- Traveled with oncologists and nurses to rural community hospitals to provide support to patients and develop relationships within the hospital and surrounding community.
- Complied with HIPPA and state and federal laws regarding health and safety in hospitals.

• **The Janelle Grum Family Crisis Center of East Texas**, Lufkin, Texas

2010 -2012

Program Director.

- Led the implementation of programs and managed delivery of services 24 hours a day, seven days a week, 365 days a year for a 39 bed shelter and seven different outreach programs.
- Oversaw staff and assisted in providing services including managing the 24-hour crisis helpline and 39 bed shelter, legal advocacy, child advocacy, counseling, career assistance, and sexual assault advocacy programs.
- Developed service plans by considering requirements from six different funding sources.
- Managed and analyzed client documentation to provide accurate feedback on monthly reports to grant funders.
- Identified best practices and processes to provide care to a unique mix of clients and served as an emergency back-up to provide direct client services 24-hours a day, 365 days a year.

- Participated in strategic planning, efforts in fund development, and overall preparation of the program budget, communication plan, and assorted grant applications.
 - Maintained highest level of confidentiality.
- **Ninth Judicial District Attorney, Portales, New Mexico** 2009
Intern.
 - Conducted legal research and drafted various forms and documents.
 - Reviewed police reports, investigative notes and videos and assisted the Assistant District Attorney in developing prosecution strategies.
 - Met with victim's families and assisted in preparing them for trial.
 - Provided assistance during arraignments, jury selections, and jury trials.
 - Maintained highest level of confidentiality.
- **Yucca Telecom, Portales, New Mexico** 2006-2009
Coordinator of Fiber to the Home Project.
 - Coordinated an initiative to provide direct fiber to the home services in a community of approximately 12,000 people.
 - Scheduled services directly with customers and managed the installation crew's schedule.
 - Created and distributed marketing material.
 - Acted as the primary customer service and sales representative for the fiber to the home project.
- **U.S. Senator Pete V. Domenici, Washington D.C.** 2007
Intern.
 - Wrote and edited press releases, answered phones, gathered constituent feedback and provided information on the Senator's agenda to said constituents.
 - Conducted research pertaining to Medicaid, National Wonders, and mental health.
 - Attended congressional hearings, staff meetings, constituent meetings, and press conferences.
 - Provided guided tours to constituents through the Senate Chambers and the Capitol.

PROFESSIONAL APPOINTMENTS

Angelo State University

*Chair of Gender Equity Committee, Faculty Athletic Advisory Committee;
Chair, Student Handbook Committee;
Senator, Staff Senate;
Values Committee Member;
Jeanne Clery Act Committee Member*

Governor Greg Abbott's Sexual Assault Survivor's Task Force

Member of Safety Planning Working Group

The Texas Higher Education Coordinating Board

*Member of Negotiated Rulemaking Committee on Sexual Harassment and Assault
Member of the Title IX Training and Advisory Committee*

SPEAKING ENGAGEMENTS

- "Life, Liberty, & the Pursuit of Happiness," Texas Women in Higher Education 2021 Virtual Conference, April 2021
- "Title IX at Angelo State University," Tom Green County Bar Association, November 2018
- "Using a Title IX Team," Texas Tech Title IX Drive In Conference, April 2017

PUBLICATIONS

- Law Clerk, Rod E. Wetsel & Becky H. Diffen, *Lexis Practice Advisor Series – Texas Business & Commercial Fundamentals of Wind Leasing Transactions* (LexisNexis Matthew Bender 2015)

- Law Clerk, Rod E. Westel, Ernest Smith, Becky H. Diffen, & Melissa Powers, *Wind Law* (Lexis Nexis Matthew Bender 2015)
- Author, *100 Year Anniversary of Running N Cattle Company* (Congressional Record – Senate, 2007)

ORGANIZATIONS AND VOLUNTEER WORK

Member, United Way of the Concho Valley	2021 – Present
Member, Conaway Establishment Committee	2021 – Present
Secretary of Executive Board for the San Angelo Performing Arts Center	2021 – Present
Volunteer, Hospice of San Angelo	2019 – Present
Social Chair of Tom Green County Young Lawyers Association Executive Board	2018 – Present
President, Family Shelter’s Board	2018 – Present
Community Impact Volunteer, United Way of the Concho Valley	2017 – 2018
Member, Angelo State University President’s Circle	2015 - Present
Volunteer & Board Member, Northwest Texas Legal Services	2015 - Present
Volunteer, Meals for the Elderly, San Angelo	2015
American Cancer Society Community Board Member, Committee Chair	2012-2013
Abilene Meals on Wheels	2012-2013
Angelina County Junior Achievement	2012

PROFESSIONAL & PERSONAL DEVELOPMENT

Permian Basin Oil and Gas Annual Conference, Midland, TX	2014
Oil & Gas Legal Conference, Houston, TX	2014
National Sexual Assault Conference, Los Angeles, CA	2015
Association of Title IX Administrators Investigator Training, Grand Rapids, MI	2015
Association of Title IX Administrators Appellate Officer Training, Lubbock, TX	2015
National Association of College and University Attorneys Annual Conference, Nashville, TN	2016
Higher Education Legal Conference, Denton Texas	2016
MaxFest Maxient Training and Conference, Charlottesville, VA	2017
Higher Education Legal Conference, Denton Texas	2017
Title IX Drive in Conference, Lubbock, TX	2017
Texas Higher Education Coordinating Board Annual Conference, Austin, TX	2018
Crimes Against Women Annual Conference, Dallas, TX	2018
Texas Bar Association Annual Meeting, Austin, TX	2018
Husch Blackwell Higher Education Seminar, Austin, TX	2019
Women’s Walk to Emmaus #52, Amherst, TX	2019
Maxient User Training, Lubbock, TX	2020
First Amendment on College Campuses by Texas Attorney General, Online	2020
Mediator Certification, Lubbock, TX	2021