**Brooke Miller AXIOTIS**

408 43rd St. ● Des Moines, IA 50312 ● (515) 664 6898

brooke.axiotis@gmail.com

**PROFESSIONAL LICENSURE**

**Admitted to Iowa Bar** *September 2012*

**EDUCATION**

**Drake University Law School Des Moines, IA**

*Juris Doctor* *May 2012*

**Certificate:** *Agricultural Law and Legislative Practice*

**KCP International Language School Tokyo, Japan**

*Intensive Japanese Language Courses April – December 2006*

**Languages:** Passed Level 2 Japanese Language Proficiency Exam

**Franklin and Marshall College Lancaster, PA**

*Bachelor of Arts, Philosophy; Minor: Asian Studies* *May 2003*

**EXPERIENCE**

**Iowa Civil Rights Commission Des Moines, IA**

*Civil Rights Specialist January 2013 - Present*

* + Identifies legal issues
  + Conducts party interviews
  + Collects relevant information
  + Makes a determination
  + Submits a recommendation to an Administrative Law Judge at the Department of Inspections and Appeals
  + Conducts mediations
  + Conducts Fair Housing trainings

**State Representative Helen Miller’s Re-election Campaign Fort Dodge, IA**

*Campaign Manager August - December 2012*

* Voter contact
* Event planning and coordinating
* Scheduling

**Eide & Heisinger, LLC Des Moines, IA**

*Intern January – April 2012*

* Gathered information about pending legislation and issues by attending Senate and House committee meetings and subcommittee meetings
* Met with clients in order to gather information about their concerns and interests, and determined how they would accomplish their goals
* Researched and drafted legislation to be proposed on behalf of the clients

**Farm Service Agency (FSA) Des Moines, IA**

*Intern June – August 2011*

* Reviewed farmer’s information to ascertain the level of benefits available to them under the guidance of FSA staff
* Gathered information from the Code of Federal Regulations (CFR) and Handbooks to determine whether or not there were grounds for complainant administrative appeals

**Iowa Concern Hotline Des Moines, IA**

*Intern September – November 2010*

* Provided legal information for callers seeking guidance regarding various legal issues

**Beginning Farmer Center Des Moines, IA**

*Intern June - August 2010*

* Gathered information related to grain elevators in Iowa in order to provide information for scholars at Mie University (Japan) who work with the equivalent of the United States Department of Agriculture in Japan
* Researched state laws related to domestic and foreign corporate land ownership in the United States for scholars at Mie University (Japan) to be utilized by the equivalent of the United States Department of Agriculture in Japan

**State of Iowa – House of Representatives Des Moines, IA**

*Legislative Clerk Legislative Sessions 2009 - 2011*

* Researched and responded to constituent issues on behalf of a State Representative
* Researched legislative issues for a State Representative
* Scheduled and organized calendar, bills and bill assignments, and compiled committee meeting notices and minutes

*Intern* *Spring 2006*

* Shadowed a member of the Iowa House of Representatives for three months to learn about the development of public policy in the legislature
* Gained knowledge about the legislative process and the issues relevant to Iowans
* Researched specific issues as requested by the Representative

**African American Museum of Iowa**  **Des Moines, IA**

*Central Western Iowa Coordinator 2008*

* Designed programs specific to geographical areas working with advisory committees throughout Iowa
* Created and executed programs, and set up exhibits through-out the state of Iowa
* Located, contacted and met with potential donors of items for the museum’s collection and potential supporters of the museum

**HIS Experience Japan (HEJ): Japanese Travel Agency Tokyo, Japan**

*Media Department* *2007*

* Created an informational website about Japan as a member of an international team
* Designed the portion of the website marketed to westerners
* Created marketing plans for the website
* Translated and interpreted English for the company

**Japanese Exchange Teaching (JET) Program Hokkaido, Japan**

*Assistant Language Teacher (ALT)**2003 – 2005*

* Taught English as an Assistant Language Teacher (ALT) for the Hidaka-cho Board of Education
* Taught English conversation classes for the Hidaka-cho Board of Education (for all ages)

**COMMUNITY ACTIVITIES**

**Iowa Criminal Justice Summit Des Moines, IA**

*Iowa Conference Coordinator* *July 1 - October 1, 2015*

**National Association of State Boards of Education (NASBE) Washington, DC**

*Board Member January 2015 - Present*

**Urban Ag Academy Des Moines, IA**

*Board Member November 2014 - Present*

**Links, Inc. Des Moines, IA**

*Active Member June 2014 - Present*

**Iowa State Board of Education Des Moines, IA**

*Board Member* *May 2014 - Present*

**Junior League of Des Moines, Inc. Des Moines, IA**

*Active Member* *January 2008 - Present Board Member May 2015 - Present*