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## **EDUCATION AND DEGREES EARNED**

<b>2006 – July 2008</b>	Tufts University	MA in Urban and Environmental Policy and Planning
<b>2000 – 2002</b>	University of Wales, Swansea	MA in International Relations
<b>1996 – 2000</b>	University of Massachusetts, Amherst	BA in Political Science and German

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## **PROFESSIONAL EXPERIENCE**

### **2005 – 2007: 2008 – Present KENNEDY SCHOOL OF GOVERNMENT, HARVARD UNIVERSITY**

#### ***Program Manager, Program on Networked Governance (PNG)***

- Responsible for creating and maintaining budget oversight and financial tracking system.
- Coordinated, planned and executed PNG seminar series, workshops and conferences.
- Recruit research fellows for Program and act as fellows' liaison with Harvard International and Finance offices.
- Conduct research for courses on public management and governance under guidance of Program Director.
- Manage negotiations and visitation logistics with guest speakers from senior positions in local, state and federal government and business.
- Responsible for oversight and directing the PNG website development.

### **October 2007 – December 2007 CITY OF SOMERVILLE**

#### ***Intern, Office of Transportation and Infrastructure, Office of Strategic Planning & Community Development***

- Collected data and assembled sections of narrative for inclusion in Somerville's 5 year Consolidated Plan to be submitted to the U.S. Department of Housing and Urban Development.
- Analyzed transportation needs for low-income residents, including the identification of bus, cyclists and pedestrian routes for improvement or expansion.
- Analyzed future transportation needs and opportunities for low-income residents as they pertained to the expansion of Boston's light rail Green Line into Somerville.

### **2004 – 2005 KENNEDY SCHOOL OF GOVERNMENT, HARVARD UNIVERSITY**

#### ***Project Manager, National Center for Digital Government***

- Oversaw direction and development of Center budget, including federal grants and contracts.
- Served as liaison for research fellows with the Harvard International Office and Office of Financial Services.
- Planned and managed the Center's seminar series and conferences.
- Arranged travel and handled financial reimbursement for the National Center's Principal Investigators.
- Maintained the National Center for Digital Government website ([www.ncdg.org](http://www.ncdg.org)).

### **2003 – 2004 KENNEDY SCHOOL OF GOVERNMENT, HARVARD UNIVERSITY**

#### ***Faculty Assistant, Program Assistant, Center for Business and Government***

- Managed production of bi-weekly seminar series, including correspondence to high-profile government officials and academics, advertising, budgeting, vendor negotiation, and coordination with University media and facilities departments.
- Maintained the Regulatory Policy Program's website and played a key role in the creation of the Program's website "e-rulemaking.org."
- Managed and oversaw faculty accounts using the Kennedy School's various financial systems, including its online Oracle web voucher and AWS2 financial reporting software.
- Conducted research projects, assembled and edited course materials, including syllabi and reading packets.

## **2001 – 2002 BRITISH PARLIAMENT**

### **Research Assistant to Member of Parliament, Betty Williams MP**

- Conducted research projects, drafted policy briefs on a broad range of topics concerning Wales, the United Kingdom, and specific constituency interests.
- Briefed Member on committee meetings when Member could not be present.
- Responded to individual constituent concerns and drafted correspondence, conducted meetings with constituents and interest groups.

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## **COMPUTER PROFICIENCY**

- |                   |                        |                               |
|-------------------|------------------------|-------------------------------|
| • Microsoft Word  | • Lotus Notes          | • GIS (forthcoming June 2008) |
| • Microsoft Excel | • Dreamweaver          | • SPSS                        |
| • Microsoft Works | • Microsoft PowerPoint | • Harvard Oracle System       |

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## **LANGUAGE PROFICIENCY**

- German: intermediate to advanced reading, writing and speaking skills

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## **ACHIEVEMENTS**

### **2007 TUFTS FIELD PROJECT: Expanding Access to Transit: Integrating a Green Line Station into Ball Square**

- Collaborated with the City of Somerville's Mayor's Office of Strategic Planning and Community Development to analyze location possibilities, potential impacts and obstacles to locating a tram station in the Ball Square neighborhood of the city.
- Access to Report – [http://ase.tufts.edu/uep/Degrees/field\\_project\\_reports/2007/Team8\\_Greenline\\_Report.pdf](http://ase.tufts.edu/uep/Degrees/field_project_reports/2007/Team8_Greenline_Report.pdf)

### **1999 – 2000 MEMBER OF THE STUDENT SENATE, University of Massachusetts, Amherst**

- As a Senator at-large, I represented the diversity, health and safety concerns of several hundred students.

### **1998 – 1999 YEAR ABROAD, Albert-Ludwig University in Freiburg, Germany**

- Seminars taught exclusively by native-speakers in order to complete required courses for my German and Political Science majors at the University of Massachusetts, Amherst.

### **1995 – 1996 EXCHANGE STUDENT, Gymnasium Corvinianum in Northeim, Germany**

- Self-organized, private exchange to attend and participate in the 13<sup>th</sup> grade at the Gymnasium in Northeim.

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## **REFERENCES**

### **David Lazer**

Director  
Program on Networked Governance  
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Cambridge, MA 02138  
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### **Juliette Kayyem**

Undersecretary of Homeland Security  
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*More references upon request.*