

Leana R Hardgrave

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Education:

Masters in International Studies

Claremont Graduate University, Claremont, CA
Graduated with Honors

December 2015

Member of the National Society of Leadership and Success

Bachelor of Arts, International Relations

University of La Verne, La Verne, CA
Graduated Cum Laude

May 2014

Professional Skills Summary

Data Analytics and Visualization

- Explored current state-of-the-art business intelligence, data analytics, predictive analytics and visualization techniques to create action for data driven decision making
- Surveyed and applied 20 different methods including econometrics, big data, game theory, network analysis, social media, machine learning, sentiment analysis, and data mining to solve real world political, economic, and business issues

Game Theory

- Mastered numerous game theoretical and strategic approaches to solve political, economic and interpersonal interactions
- Utilized current international affairs—Israel and Palestine potential two-state compromise—to solve a game with an optimal outcome for both parties

Strategic Modeling for Politics, Economics and Business Decisions

- Understanding of strategic decision-making processes including game theory, expected utility theory, and spatial bargaining models

Working Across Cultures

- Applied methods of convening to tackle cultural problems that present themselves in professional, political, and interpersonal arenas
- Learned to take advantage of various kinds of cultural diversity to inspire creativity and create new policies, programs, and management practices

Business Cycle and Environmental Analytics

- Using SEEPT, CBA's, impact uncertainty matrices, balanced scorecards, decision theory, game theory, and stakeholder analysis to construct a presentation designed to inform Governor Brown of a series of potential solutions/alleviations to the current California water crisis

Big Data Predictive Analytics

- Using neural nets, multilevel models, game theory, sentiment analysis, seasonal Markov models, probit/logit models, and confusion matrices my team and I designed and executed a project to predict the movement of Syrian refugees and understand the likelihood of potential aid contributions given by each country to the Syrian refugee crisis

Additional Coursework

World Politics, Perspectives in Conflict and Peace, Quantitative Research Methods, International Political Economy, Seminar in International Political Economy: Managing the Political Economy of Development, SAS Programming and Multivariate Analysis in International Studies

Relevant Experience

Marketing Consultant, California Schools Joint Powers Authorities

August 2016 - Present

- Created and implemented a marketing plan across multiple social media, web-based, and print based platforms including researching, writing copy, designing, and editing
- Oversaw and coordinated three outside marketing and PR agencies to create a new, dynamic marketing strategy to increase membership growth, engagement, and retention
- Coordinated and planned community and fundraising events including gaining sponsorships, donations, and community engagement
- Copywriter and editor for all JPA newsletters, website, social media, press releases, and flyers; including ghost writing for JPA Presidents, CEO, and department heads

- Researched and vetted new marketing agencies then negotiated final contracts resulting in a significant cost reduction for greater marketing services
- Designed and created the JPA Annual Report, training flyers, posters, brochures, newsletters, digital lobby sign, wellness campaigns, member services handbook, and templates
- Scheduled and coordinated meetings, appointments, events, and conferences
- Managed daily office tasks including fielding calls, typing letters, and maintaining client records

Research Assistant, Transdisciplinary, *Claremont Graduate University* December 2015-March 2016

- Intensive joint research that produced an engaging, helpful document about cultural competence useful to different professions

Marketing Leader, *Vanquish Marketing* June 2015-November 2015

- Organize effective in-store and on-site event campaigns
- Recruited, hired, and trained new employees

Study Abroad with Semester at Sea January 2013-June 2013

- Gained first-hand experience with 14 extremely diverse cultures
- Attained skills and expertise with foreign affairs, public relations, interpersonal and intercultural communication
- Traveled and learned from renown/revered people from around the world: Archbishop Desmond Tutu, and American Ambassadors

Model United Nations Member/Head Delegate August 2013-May 2014

- Negotiated, compromised and passed resolutions that dozens of peers agreed to
- Demonstrated leadership through extensive research and knowledge of protocol
- Persuaded dozens of MUN peers through effective communication skills to pass proposed resolutions

Office Assistant February 2011-December 2012

- Organized office space and daily office tasks
- Compiled large lists of financial and personal data for the purposes of fundraising and scholarship financing
- Analyzed large data lists and contacted prospective donors

Event Coordinator February 2011-December 2012

- Planned weekly small campus events, and biannually campus wide events
- Coordinated food vendors, decorations, marketing, games/entertainment, lighting, and venues for campus-wide events

President, Student Philanthropy Fellowship January 2012-December 2012

- Implemented collective ideas to sponsor scholarships and campus programs

Community Involvement

President, Sunwest Toastmasters, *Toastmasters International* Present

- Responsible for maintaining records and recording milestones achieved by the membership
- Looked to as a leader for constructive criticism and as an example of engaging, on your feet, public speaking

Volunteer, Youth Grantmaker's Committee, *The Community Foundation* Fall 2007-Summer 2010

- Organized and implemented hundreds of surveys to determine the needs of youth in the Riverside area
- Evaluated surveys/synthesized data
- Raised over \$15,000 to distribute to non-profits that best fulfilled the needs of the Riverside youth
- Reviewed dozens of non-profit organization applications for funding
- Allocated funds to each of the non-profit organizations that fulfilled the needs of the Riverside youth

Secretary/Office Assistant, *Alvord Educators Association* 2007 - 2010

- Screened phone calls/took messages
- Organized and catalogued files, requests, and complaints

Volunteer, Tutor and Peer Minister 2007 - 2010

- Individually mentored and tutored students having personal and/or school-related issues
- Tutored classmates in English, literature, algebra, trigonometry, anatomy/physiology, philosophy, and government/history

Skills

- Expert proficiency in Microsoft Word, Power Point, Excel, STATA, SAS, R, Tableau, Photoshop, Illustrator, InDesign, After Effects, Premier Pro
- Article writing/editing, Abstract writing/editing, Report writing/editing, Research based writing
- Highly proficient in oral and graphic presentations and public speaking
- Excellent at event planning and coordination
- Travel arrangement and organizational skills