

PROFESSIONAL EXPERIENCE:

University of Southern California, Los Angeles, California **2013 – present**
Center for Economic and Social Research (CESR), Managing Director

- Manages departmental financial systems, including expenditures, subcontracts, and fiscal planning for east and west coast offices
- Coordinates recruiting and staff onboarding with Dean's office and Human Resources
- Leads marketing and development efforts
- Creates and implements departmental policies and procedures
- Prepares budgets and proposal packages for center submissions
- Manages expansion and maintenance of survey panel, Understanding America Study
- Manages service contracts for software system, Nubis

RAND, Santa Monica, California **2001 – 2012**
Labor and Population, Deputy Director for Marketing and Operations **2007-present**

- Managed overhead expenditures and budgeting
- Handled fiscal projection templates and goal setting
- Panel Manager for the American Life Panel and MMIC administrator
- Quality Assurance Coordinator
- Marketed research through quarterly external and internal announcements and with conference presence
- Represented Labor and Population in corporate planning sessions and serves as the face of the unit
- Project manager for NIH and SSA funded center grants with multiple subcontractors; includes large meeting planning

Labor and Population Unit Administrator **2006 –2007**

- Monitored budgets and initiates unit financial planning
- Project manager for a number of multiyear grants from the NIH and European funders
- Worked with design staff, HSPC, and directors to create logo and write brochures, consent forms, and letters for American Life Panel.
- Represented MMIC and ALP at conferences, arranges board meetings, worked with contracts to create enterprise account
- Served as "Panel Manager" for 1500 American Life Panel respondents, including handling requests for passwords and updates, coordinating payment schedules and mailings, and technical support needed for
 - internet (and WebTV) surveys.

Labor and Population Program Assistant **2003 - 2006**

Member of four-person management team. Worked with Director and Deputy Director of Labor and Population on activities such as publications (both research and marketing materials); website updates; departmental performance reviews; policy communications; bi-annual conference and weekly seminar planning. Serves as Quality Review Coordinator on all Labor and Population publication reviews, including paper tracking and materials coordination.

- Organized weekly brown bag seminars for internal and external speakers.
- Handled publications process for Department, including website updates.
- Instigated message board creation for department; currently used for matchmaking researchers with projects and as a forum to increase communication and disseminate papers
- Managed proposal submissions, from B&P requests to finished product, including preproposal meetings.
- Ran international visitor program for department; involving at least one visitor per month.

**Research Support Management
Administrative Assistant IV**

2002 - 2003

Assisted Research Support Manager on various projects including: recruitment training and assessment; weekly floor reporting; tracking of staff relationships, needs and requirements; moves and new hire arrangements.

- Created AA skills assessment matrix to post on RSMD website
- Trained and mentored new hires in RAND policies and procedures and the NIH and private foundation proposal process
- Project assistant for the research side on a CDC funded grant to RAND and the University of South Carolina on a project involving improving the capacity and performance of a drug treatment oriented coalition. Tasks included training arrangements, weekly meeting minute taking, meeting scheduling, contact list, project calendar and alias creation and maintenance, and community scan data abstraction.

**Survey Research Group
Administrative Assistant III**

2001 – 2002

Assisted Senior Behavioral Scientist on various projects including drug treatment services, welfare, policy projects (Proposition 36), research, reports, correspondence, data tracking, budgeting, et. al.

- Project assistant for three year CDC sponsored, multi-location project (RAND, California Coalitions, University of South Carolina, South Carolina Coalitions) which entailed information dissemination, creating and maintaining group calendar, minute taking, staff training, conference calls, meeting coordination, community response tracking, creating and maintaining aliases, and research and report assistance.

Assisted Senior and Associate Economists

Tasks included report editing, proofing, journal submissions, travel arrangements.

- Served as contact for the *Journal of Applied Econometrics* for RAND editor, involving international and national reviewers, revisions, and publication details from submission to acceptance, rejection, and all other correspondence and tracking.
- Organized monthly ADP Seminars for the Aging Center, including travel, clearance, and visitor arrangements for foreign and national speakers as well as refreshments, signage and audio/visual requests.

**Sylvia White Contemporary Artists' Services, Santa Monica, California 1997 - 2001
Gallery Director**

Responsible for promoting the work of contemporary artists to curators, consultants, galleries, collectors and

non-profit organizations. Managed both offices and representatives, handled all business affairs and website alterations and updates.

- Arranged Gallery exhibitions including publicity, reception, and sales in our own gallery as well as nationally and internationally.
- Negotiated more than one hundred of gallery, collector and exhibition contacts for artists.
- Advised design and content developers for art websites such as ArtfulStyle.com and ArtAdvice.com.
- Writes artist essays for marketing materials on an ongoing basis

Universal Studios Hollywood, Studio City, California**1996 - 1997**

Member of the Marketing and Brand Development departments for the promotion of the park.

Promotions Department, Coordinator

- Worked on media campaign for the promotion and successful launch of Jurassic Park: The Ride.
- Managed office staff, handled departmental word processing including letters of agreement, budgets, etc., created charts/graphs, assisted in the coordination of deals and radio remotes, worked and arranged special events.
- Coordinated the production of Point of Purchase and Point of Sale coupons, posters, advertising tie-ins, radio and TV copy.
- Maintained relationships with corporate sponsors and successfully coordinated approvals with directors in advertising, promotions and sales.

The National Theatre, London**Press Assistant, Front of House Administrative Assistant, Education Coordinator 1994**

- Handled press cuttings, filing, answered inquiries from the public
- Assisted Theatre Manager in Front of House administrative tasks: monitored exhibitions, staff and exhibitor applications, complaint letters, and staff needs.
- Education Department assistant to producer of the BT National Connections Scheme in preparation for conference. Typed scripts, phoned 200 group leaders and followed up on their queries, concerns, and script requests.

AATSEEL, University of Arizona, Tucson, AZ**1990- 1994****American Association for Teachers of Slavic and Eastern European Languages****Assistant to Secretary Treasurer**

- Managed data base of 1500 members and journal subscriptions
- Kept catalog of back issues and handled purchase orders, including national and international mailings
- Annual conference planning including booking rooms and AV needs in hotel, scheduling, signage, and check in.

Publications

The RAND Continuous 2012 Presidential Election Poll, (2014), with Arie Kapteyn, Erik Meijer, Bas Weerman, POQ-13-0067.R2

Panel Management Techniques for High Intensity Surveys (2013), with Bas Weerman . CESR Working Paper 2013-008

Consumer Use of Banks and Credit Unions: Findings from a Survey for the California and Nevada Credit Union Leagues, (2009), with Jinkook Lee, Teryn Mattox, Kyoung-Nan Kwon, Arie Kapteyn. RAND, Santa Monica, TR-672

Consumer Use of Banks and Credit Unions: Findings from a Survey for the California and Nevada Credit Union Leagues, California and Nevada Survey Findings, (2009), with Jinkook Lee, Teryn Mattox, Kyoung-Nan Kwon, Arie Kapteyn. RAND, Santa Monica, PM-3253-CCUL

Exhibition Catalogs, Sylvia White Gallery, 2000, 2001

EDUCATION:

University of Arizona - B.A. Magna Cum Laude, Dramatic Theory, May, 1994

University of London, Goldsmiths College, 1993

University of Iowa, 1990-1991

Conversational French, some Russian