Allison Leonard

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Education

Seattle Academy | Seattle, WA (2005)

Columbia University | New York, NY (2009)

- **Bachelors:** Sociocultural Anthropology (2009) Pre-Law (2012)
- **Honors:** Academic-Athletic Achievement Award (2008), Dean's List (2006-2008), Ivy League Soccer Champions (2008), CU Hall of Fame (2013)

Certifications

CodeCademy | Learn the Command Line, Learn HTML, Build a Website with HTML, CSS, and Github pages, and How to Deploy a Website

Work Experience

Recreation Leader | Parks & Rec | Seattle, WA (May 2015 - present)

- **Coordinator Responsibilities:** Provides 30-50 recreation programs (in 15 city-wide Community Centers) that serve 300 adults and 150 youth with disabilities
- Plans, markets, implements annual community outreach events: Zoo trips, Valentine's Dances (50+ participants), Movin'-4-Money (100+), Talent Showcase
- **Fiscal Duties:** Prepares budgets, documents expenditures. Purchases and maintains supplies/equipment. Contracts outside vendors, partners, and businesses to provide overnights, entertainment, events, and outings. Responsible for fundraisers, grants, scholarships, and affordable fees.
- **Supervision:** Recruits, interviews, trains, supervises, evaluates 50 volunteers to support 10 Special Olympics Programs involving 400 athletes. Partners with UW and SU: supervises student interns. Directs work of 20 Attendants.
- Assistant Camp Director: Emergency response and overnight on-call. Manages camp activities, entertainment, meals, equipment/supplies (70+ people)
- **Advocacy:** Designs inclusive programs tailored to people who, otherwise, might not have recreation options due to disability. Presents for 6-10 panels and fairs annually. Initiated table at LGBTQ Job Fair.
- **Safety Specialization:** Ensures safety for 450 youth and adult participants, 100% of whom have behavior and/or medical needs that exclude them from safe access to "typical" or "mainstream" recreation. Leads in-service staff trainings with plans and adaptations that maintain a safe and therapeutic environment.
- Acquires "De-Escalation" certification annually and knowledgable in ADA policy
- **Virtual Recreation (COVID19-Present):** Produces "virtual" recreation: fitness, social, and creative opportunities for hundreds of participants with disabilities daily.
- Learned iMovie Software to publish content for YouTube and Facebook.
- Authored "iRecreate" Grant for 100 iPads: many participants don't have computer-access. 95% of adult participants are eligible for low-income scholarships and 75% reside in group homes.
- Proposed budget solution to automate fund-matching with a website that identifies e-mail domains of companies with donation-matching programs.

Apple Sales | Tiny's Organic | Seattle, WA (October 2019 - Covid19)
- Cash handling, inventory, health compliance, customer service
- Purchased and wore a "red delicious" apple costume during shifts by choice

Senior Lifeguard | Parks & Rec | Seattle, WA (August 2012 - May 2015)
- Managed and documented daily operations: reported to supervisors.
- Provided lessons, fitness, facility maintenance, emergency response
- Authored grant that integrated swim lesson into 98118's Public School's curriculum: most diverse zip code in the US (at the time)

Beach Lifeguard-Manager | Parks & Rec | Seattle, WA (Summers 2006 -2012)
- Acquired instructor certification (LGI) to certify lifeguards
- Supervised, managed and documented daily operations

Volunteer Experience

Seattle Academy's South Park Soccer Camp | (Summer 2019)
- Helped Launch a free camp for 70 underserved youth
- Supported campers recovering from domestic violence: cultivated safe spaces and followed support plans. Ensured everyone participated.
- Advocated for variation of gender representation in leading all-camp activities

CREW Coordinator | Seattle Adaptive Sports | Seattle, WA (2015-2019)
- Social club coordinator for teens with physical disability and typical cognition
- Collaborated with club members. Planned, funded, facilitated opportunities: outings, overnights, group projects
- Achieved $20,000 in grants

Legal Intern | Immigration Equality | New York, NY (2006-2009)
- Non-profit asylum services for LGBTQ+
- Researched country conditions (reported to legal teams)
- Researched and contacted hundreds of expert witnesses. Compiled contacts into excel spreadsheets. Shared resource with asylum organizations globally
- Client Intakes: completed trauma courses, supported clients, listened, reported

Computer Skills

alli-oops.github.io (HTML, CSS, Github, Jekyll, AWS)
Developed a website with information about the Terminal application from Ada's Jumpstart Curriculum.

Code Languages
- **Beginner:** HTML5/CSS3, Github, Ruby, :R, Python

Software Skills
- **Proficient:** Excel, Word, Publisher, Powerpoint, Outlook, GoogleDocs, iMovie, GarageBand
- **Beginner:** Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Acrobat)

Software Books
HTML and CSS Beginners Guides by Josh Stevens, The Effective Engineer by Edmond Lau