

Email

CristinaLogg@gmail.com

Mobile

650.444.1986

Address

49 Winslow Avenue
Somerville, MA 02144

Skills**Programming Languages**

| | |
|--------|--------------|
| R | Intermediate |
| Python | Intermediate |
| HTML | Beginner |
| D3 | Beginner |

Software

| | |
|------------|--------------|
| PowerPoint | Advanced |
| Excel | Intermediate |
| Tableau | Intermediate |
| REDCap | Advanced |
| SPSS | Intermediate |
| Qualtrics | Advanced |
| ArcGIS | Beginner |

Research & Analysis

Interview Design
Interviewing
Interview Coding
Survey Design
Survey Validation Testing
Site Visits
Statistical Analysis
Data Visualization
Dashboard Creation
Literature Reviews

Cristina Logg

Summary of Qualifications

Results-oriented, astute and adaptive public policy and research professional with over 5 years of program management experience working in cross-functional teams and managing senior-level relationships. Strong ability to collect, analyze, distill and communicate complex and technical quantitative and qualitative data in written, verbal, and visual formats to lay and technical audiences.

Education

Massachusetts Institute of Technology GPA 5.0/5.0
Master in City Planning 08.2016–06.2018

Certificates: Sustainability Certificate and Environmental Planning Certificate

Related Coursework: System Dynamics, Sustainability Lab, Quantitative Reasoning & Statistical Methods, Environmental Economics, and Big Data, Visualization, & Society

Thesis: Crowdsourcing Corporate Water Data: A Validity Test of a Pilot Survey Instrument to Map Public Water Management Risk Worldwide (Client: The World Resources Institute)

Georgetown University

M.A. in Conflict Resolution

George Washington University

B.A. in International Affairs

Minors: Computer Science & Socio-Cultural Anthropology

Phi Beta Kappa, summa cum laude

Work Experience

MIT, Office of Sustainability Cambridge, MA
Sustainable Procurement Fellow 06.2017 – 05.2018

- Analyzed 10+ years of procurement data in R, Tableau and Excel to understand MIT procurement processes, trends, and points of leverage for achieving sustainability goals, including calculating and reducing Scope 3 emissions.
- Identified and recommended best practices for evaluating, screening and promoting vendors that meet institutional aspirations across a variety of sustainability focal areas.
- Benchmarked the sustainable procurement policies of comparable higher education institutions and MIT's major vendors.
- Developed and presented Tableau and PowerPoint presentations covering technical and non-technical information on MIT's procurement practices and sustainability efforts to upper management.

Work Experience

MIT, Department of Urban Studies & Planning

Cambridge, MA

Graduate Research & Teaching Assistant

09.2017 – 05.2018

Professor Lawrence Susskind

- Identified potential partner institutions and conducted extensive promotional outreach for the MITx Entrepreneurial Negotiation course resulting in at least 2 new institutional partnerships.
- Managed the progress of 188 students online and on-campus for the half-semester, Spring 2018 MITx Entrepreneurial Negotiation course.

Graduate Research Assistant

09.2016 – 05.2018

Professor Mariana Arcaya

- Collected and analyzed longitudinal survey data in Boston neighborhoods under a multi-year Healthy Neighborhoods Equity Fund grant to inform community, transportation and real estate development projects.
- Managed the technical backend of the data collected through 2 sets of surveys in both English and Spanish.
- Conducted public health related literature reviews and background research.

Tufts University, International Relations Program

Medford, MA

Program Administrator (Project & Office Manager)

08.2014 – 09.2016

- Developed fundraising materials and fostered long-term donor relations.
- Managed the office budget and developed internal methods of tracking office expenses and revenues.
- Maintained the program website and orchestrated internal and external meetings and events.
- Hired and supervised 3-5 student employees and advised 150+ students per year.

U.S. Department of State, Bureau of Administration

Washington, DC

Litigation Officer (Project Manager)

02.2013 – 08.2014

- Managed multiple Freedom of Information Act (FOIA) cases under litigation while meeting internal and court-ordered deadlines.
- Liaised document releases with the White House and other federal agencies.
- Interpreted and applied knowledge of the FOIA and other legal mandates to ensure compliance and prevent misappropriation of sensitive and classified material.

Staff Assistant (Project Manager & Executive Assistant)

03.2012 – 02.2013

- Monitored project timelines and outputs for senior staff and the Office Director.
- Coordinated, edited and drafted strategy and planning reports and responses to Congressional requests.
- Maintained the student employment program of 40+ student employees and realigned the student workforce to improve office staffing patterns.

Program Analyst (Project Manager)

02.2009 – 03.2012

- Redesigned FOIA case processing protocols to streamlined operations by creating more efficient work procedures resulting in a 200% productivity increase.
- Managed a full caseload of 250+ FOIA cases while developing training materials and standard operating procedures for completing FOIA cases in a new IT system.
- Trained and provided workload supervision for a team of 20 student employees.