

CAROLINE LEFFERT

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PROFILE

- Social science researcher with 4 years of professional experience in a fast-paced non-profit environment
- Relevant Skills: Data Collection, Analysis and Synthesis, Qualitative Research, Semi-Structured Interviews, Survey Design, Project Management, Interpersonal Communication
- Technical and Language Skills: Salesforce, Microsoft Office Suite, MAXQDA Coding Software, Qualtrics, SurveyMonkey, basic R programming, Google Drive; Fluent in French, elementary knowledge of Spanish

EDUCATION

University of Chicago | Chicago, IL

Masters of Arts in Social Sciences | August 2020

Washington University in St. Louis | St. Louis, MO

Bachelor of Arts in International Studies, Minors in Performing Arts and French, College Honors | May 2015

RESEARCH EXPERIENCE

University of Chicago | Chicago, IL

Graduate Researcher (Oct. 2019 - Aug. 2020)

- Designed and managed independent ethnographic and interview-based research project on ethnic identity in a religious setting in the midst of COVID-19 pandemic
- Created interview guides, recruited research subjects, conducted semi-structured interviews via Zoom, conducted surveys via Qualtrics, coded and analyzed open-ended responses using MAXQDA
- Presented findings at University of Chicago Social Sciences Conference in June 2020

International and Area Studies, Washington University | St. Louis, MO

Research Assistant (Jan. 2014 - May 2014)

- Analyzed cultural products such as poetry, film, maps in French and English; Synthesized large amounts of information into weekly summary reports

PROJECT MANAGEMENT AND EFFECTIVE COMMUNICATION

National Immigration Forum | Washington, DC

Executive Associate (Jan. 2016 - Aug. 2019) | Promotion from Executive Assistant in Jan. 2018

- Collaborated with the Executive Team and Board of Directors on crafting the five year strategic plan for the organization, including assisting preparation of a final report and presentation
- Organized quarterly board meetings (15 meetings over four years); Set agenda, knew bylaws, took minutes, coordinated with venues; Edited and circulated memos and other communication
- Coordinated national and local events with media outlets, universities, book stores, museums, corporate offices, and religious organizations, with anywhere from 10-400 attendees

New Partners (Political Consulting Firm) | Washington, DC

Communications Intern (Aug. 2015 - Dec. 2015)

- Drafted op-eds for publication and deliverables for clients; pitched to news organizations; maintained relationships with journalists
- Reviewed and compiled press clips; Sent daily clips to clients and interested Members of Congress

St. Louis Area Dance Marathon | St. Louis, MO

Internal Operations Chair (Dec. 2011 - Dec. 2012)

- Recruited and scheduled 150+ volunteers for the event, which raised over \$130,000 for local children's hospitals; Created marketing plan to ensure continued volunteer engagement over the full year
- Managed space reservations, collaborated with Campus Event Services to ensure successful events

CUSTOMER EXPERIENCE WORK

- Ford's Theatre | Washington, DC | *Usher (Nov. 2017 - Aug. 2019)*
- The Keegan Theatre | Washington, DC | *Performer, Assistant Stage Manager, Box Office Worker, Usher (Nov. 2015 - Aug. 2019)*
- Smithsonian Folk Life Festival | Washington, DC | *House Manager (June-July 2014, 2016, 2017, 2018)*