

**CAROLINE LEFFERT**  
Dallas, TX | Washington, DC | Chicago, IL

## PROFILE

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- Social science researcher with 3.5 years of professional experience in a fast-paced advocacy environment
- Relevant Skills: Data Collection, Analysis and Synthesis, Qualitative Research, Semi-Structured Interviews, Project Management, Interpersonal Communication
- Technical and Language Skills: Salesforce, Microsoft Office Suite, MAXQDA Coding Software, Qualtrics, SurveyMonkey, R programming, Google Drive, Fluent in French, Elementary knowledge of Spanish

## EDUCATION

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### 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

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### University of Chicago | Chicago, IL

*Graduate Researcher (Oct. 2019 - Present)*

- Design and manage independent ethnographic and interview-based research project on transnationalism, nationalism, and ethnic identity in a religious context
- Conduct semi-structured interviews in the Chicago area, code and analyze using MAXQDA
- Present 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

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### National Immigration Forum | Washington, DC

*Executive Associate (Jan. 2018 - Aug. 2019) | Executive Assistant (Jan. 2016 - Dec. 2017)*

- 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 (11 meetings over four years); Set agenda, knew bylaws, took minutes, coordinated with venues; Edited and circulated memos and other communications
- Coordinated national and local events with universities, book stores, museums, corporate offices, and religious organizations, with anywhere from 10-400 attendees
- Planned and implemented weekly Sr. Staff meetings, biannual Sr. Staff Strategy retreats, bi-monthly trainings for all staff, monthly birthday lunches, monthly happy hours, and yearly holiday parties

### 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 \$130,000 for local children's hospitals
- Managed space reservations, collaborating with Campus Event Services

## ACTIVITIES

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