

# Hana Passen

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(609) 356-8707

## Education

### Harris School of Public Policy, University of Chicago

Expected 2021

M.S. Computational Analysis and Public Policy

*Coursework includes:*

Machine Learning, Statistics, Python Programming, Economics,  
Linear Algebra with Applications, UI/UX, Data Visualization

### Princeton University

2012

A.B. Classics

*magna cum laude*

Cum. GPA 3.63

Dept. GPA 3.75

## Professional Experience

### University of Chicago | Chicago, IL

*Teaching Assistant, CAPP 30121, 30122*

*Oct 2020 – present*

- Lead weekly discussion sections to reinforce content, provide context, and demonstrate applications
- Hold office hours to support students one-on-one with assignments and conceptual questions
- Vet, provide feedback, and grade programming assignments

### BrightHive | Chicago, IL

*Knowledge Engineer, Community Engagement*

*June 2020 – Sept 2020*

- Conducted user interviews to develop an ontology for community knowledge graphs
- Developed a prototype community knowledge graph by structuring community data according to ontology
- Collaborated across BrightHive teams to launch Responsible Data Sharing Playbooks and led playbook github process management

### New America | Washington, DC

*Consultant, National Network*

*Sept 2019 – Dec 2020*

- Maintain administrative systems and processes, including budgeting, financials, and internal collaboration tools
- Write and edit weekly articles, maintain web presence
- Prepare grant reporting documents and maintain funder relationships

*Associate Director, National Network*

*Sept 2015 – Sept 2019*

- Managed over \$10M in funding for team of 14: contributed to 10 grant proposals and pitch decks; prepared reporting documents and deliverables; stewarded funder relationships resulting in grant renewals
- Constructed financial forecasts: modeled various multi-year financial scenarios based on changing parameters; built and monitored annual budgets across 5 functional areas
- Created social network analysis visualizations: mapped connections between organizations in neighborhoods and cities to assess capacity and gaps
- Owned local solutions journalism project: devised A/B tests of newsletter content; synthesized metrics for data-driven decision-making; led partnerships with local media outlets
- Coordinated a new nation-wide team: spearheaded hiring and onboarding for staff in five cities; led working group calls across eight program and functional teams; implemented feedback; facilitated collaboration
- Produced content on place-based policy: wrote op-eds; spoke on panels and podcasts

*Special Assistant to President & CEO*

*Sept 2013 – Sept 2015*

- Organized Board of Directors business: produced all agendas, materials, presentations, and talking points; coordinated logistics for committee and full board meetings; revamped meeting preparation processes
- Crafted agendas, streamlined processes, facilitated follow-up for leadership meetings
- Executed on organization priorities: generated financial models for health benefits across salary tiers; planned rollout of compensation study and resulting salary bands; accelerated resolution of sensitive personnel issues

### Princeton University | Princeton, NJ

*Special Assistant to Dr. Anne-Marie Slaughter*

*Sept 2012 – Sept 2013*

- Contributed research, analysis, and edits for Dr. Slaughter's book on family policy
- Oversaw a team of research assistants: provided guidance; synthesized contributions
- Arranged calendar, appointments, and travel; drafted remarks and correspondence; staffed principal at meetings and events

## Skills

### Data Analysis

Python, R, SQL,  
Algorithmic design

### Social Network Analysis

Kumu, NodeXL

### UI/UX Design

Figma, Invision

### Project Management

Asana, Trello, Slack

### Content Management

Wagtail, Campaign  
Monitor

### Other Programming and Software

HTML, Salesforce,  
Google Suite, MS Office

### Languages

English (native),  
French (prof.  
competency)

## Leadership Experience

### Harris School of Public Policy; Student Affairs

Aug 2020 – Sept 2020

#### Orientation Leader

- Led community programming activities for 20-30 incoming students
- Facilitated CliftonStrengths, Diversity and Inclusion, and policy discussions
- Supported and provided resources to individual students on an as-needed basis

### Harris Community Action

Jan 2020 – April 2020

#### Fellow

- Partnered with Project Exploration, a community organization providing STEM education programming for underserved youth
- Scoped and delivered a landscape analysis of Chicago and the State of Illinois STEM policy; produced policy recommendations for Project Exploration's STEM advocacy

### New America – Diversity and Inclusion Committee

2015 - 2019

#### Founding Member; Chair

- Established diversity and inclusion survey; consulted with survey design experts to guarantee fidelity of outcomes
- Developed committee processes; liaised with HR and organization executives

### Washington Women's Rugby Football Club

2014 – 2017

#### President 2017

- Directed 501.c.3 executive team of 15 members; non-executive team of 6 members
- Supervised operations, union membership (Women's Premier League, Capital Geographic Union), player eligibility, insurance, financials, fundraising, trademark renewal, match schedule, coaching, and disciplinary decisions
- Other positions: Women's Premier League Representative 2017, 2016; international tour organizer 2017; match secretary 2016, 2015; social chair 2015

### Princeton University; Mathey College Student Life

2010 – 2012

#### Residential College Advisor

- Supported, advised, and built community for a group of 20 incoming freshmen students and between 10-30 sophomores
- Served as first point of contact for students in crisis; facilitated student connection with university resources

## Work Samples

### Technical Projects | github: <https://github.com/hpassen>

- "Interpretable Dimensionality Reduction": using correlation analysis to build intuitive interpretability in dimensionality reduction supervised learning models
- "Covid and Decarceration": using machine learning models to predict infection rates in prisons and violent crime recidivism rates to inform the conversation around COVID-19 related decarceration.
- "Taking the L on Public Transportation": built visualizations of five public health indicators in the census tracts along Chicago's elevated rail lines; calculated aggregated health adversity index for each tract
- Classifier projects: built decision tree to predict public health outcomes; constructed Markov predictor for speech identification; designed algorithm for record linkage using string similarity indices
- In-class project code may be provided on request

### Research and Analysis

- "[Networks and National Renewal](#)": an interactive map and collection of articles examining connectivity in 25 innovation networks across America
- "[All Disasters are Local. Resilience Should be Too](#)": a synthesis of working group recommendations for the use of technology in building climate resilience