

LEA BRODY-HEINE

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EDUCATION

University of St Andrews
MSc Computing and Information Technology
Graduate September 2024

Brown University
BA International and Public Affairs
Started January 2020
Graduation May 2023
GPA: 4.0

SKILLS

- | | |
|--|--|
| ✓ Strong written and oral communication skills | ✓ Collaborating cross functionally |
| ✓ Python, Pyret, SQL, R, Java, OOP | ✓ Detailed oriented and highly organized |
| ✓ CRM experience: Salesforce and Intranet Quorum | ✓ Quick learner and self-motivated |
| ✓ Data science and analytics | ✓ Azure, Docker for Mac OS, Visual Code Studio, Github |

RELEVANT TRAINING

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|--|--|
| ⇒ Computer science master's student | ⇒ Will have taken course in AI, software development, data structures, algorithms, computer systems, security, object-oriented programming and design, etc. by graduation date |
| ⇒ Brown University CS course (Python—including PANDAS—& Pyret) | |
| ⇒ Learning Javascript, Java, C++, HTML, CSS | |

RELEVANT EXPERIENCE

The Office of Senator Merkley (D. – Oregon)

Jan - May 2021

Legislative and Press Intern

- Utilized Intranet Quorum (IQ), a CRM and data analytics software to process and categorize large volumes of data about constituent concerns
- Collaborated with numerous 15+ person team (press, foreign affairs, and immigration/housing/veterans legislative)
- Coordinated meetings for the office and recorded critical outcomes and action items
- Attended briefings as a representative of the office, including a weekly State Department briefing regarding the unfolding human rights crisis in Ethiopia. Shared handouts and next steps with the foreign affairs team
- Drafted policy memos for the office based on extensive background research and pending policy decisions
- Analyzed foreign policy, human rights crises, immigration reform, women's rights, and housing equity and veteran affairs legislation history to write comprehensive policy briefing papers to advise policy priorities
- Ensured detail-oriented writing and proofreading of backgrounders, press releases, and presentations
- Managed administrative tasks for the office, optimizing the mail sorting and voicemail processes with upgraded systems
- Drafted letters to constituents responding to their communications about policy priorities

Sephora Collection Merchandising

May - August 2022

Merchandising Intern

- Coordinated multiple teams on projects to drive further sales, promote user-friendly dotcom frameworks, and increase competitiveness in the dotcom market.
- Created schedules and managed completion dates to ensure project completion
- Organized assets by tracking newness, renamed alt imagery, filled out EDU sheets
- Supported the marketing team
- Analyzed existing portfolios, identified shortcomings, and initiated improvements
- Completed a full product page audit and organized the large data set

Brown University, Collaborative Project with InterAction*Research Assistant*

May 2023 - Present

- Collaborated with academic and professional teams to conduct comprehensive research in the humanitarian sector.
- Compiled and analyzed data to form actionable insights for InterAction's initiatives.
- Conducted interviews with experts in academia and the field, broadening the spectrum of research insights.
- Authored formal research papers and reports, contributing to both academic and practical discourse.
- Contributed to the publication of a formal paper from InterAction/Brown.
- Presented research findings to InterAction's working groups, facilitating understanding, and driving impact.

Brown University, Recovered Memory Project*Research Assistant*

Jan - July 2022

- Performed data analysis and integration
- Organized large sets of data to optimize the process of choosing relevant sources for the website
- Identified relevant psychology literature on recovered memory of trauma, specifically child abuse in a legal context
- Lead the medical and psychological case study and literature review
- Helped conceptually design the Recovered Memory Project website

Educational Equity Advisory Committee Leader*Anti-Racism Intern/Research Assistant*

July - Sept 2020

- Researched anti-racism and inclusive curriculum for K-5 implementation in the Bend School District
- Analyzed resources for the incorporation of LGBTQ+ curriculum into elementary education

Oregon Health & Science University*Health Research Intern*

Feb - Mar 2018

- Primary author of National Cancer Institute published abstract and poster, "Oregon HPV Vaccination Policy Scan Barriers & Limitations to Full Policy Implementation in Seven Rural & Frontier Counties"
- Conducted a policy scan on the HPV vaccination rates on a national, state, and county level to determine where the gaps in education and advocacy lay, i.e., where they could improve education, which policies should be elevated
- Researched methods included internet scans and interviews
- Internship concluded with a formal presentation of research results, which showed a clear gap in requirements across school districts and between urban and rural communities
- Helped draft a policy scan manuscript resulting from my research findings

OTHER EXPERIENCE**EXTRACURRICULAR ACTIVITIES**

- **SHAPE, Facilitator/Teacher:** Taught a facilitation-based comprehensive sexual health curriculum at local Providence high school weekly (Sept 2021 - May 2022)
- **Brown Daily Herald, Design Team & Opinions Columnist:** Four design shifts a week preparing the layout for the coming day's issue. Adapted for virtual production nights due to COVID (Jan 2020 - May 2021)
- **Her Campus, CU Boulder Chapter, Senior Editor:** Responsible for publishing, editing staff writer's stories, assisting in writers' workshops, selecting stories for publication, as well as contributing articles (Sept 2018 - May 2019)

WORK HISTORY

- **Sephora, Retail Sales:** Responsibilities include assisting customers, sorting shipments, cash register, color matching, and store cleaning (August 2022 - Current)
- **Nanny:** Cared for two young children (ages 7 months and 1.5 years) full-time 40-45 hours/week (Summer 2021)
- **Tutor:** Worked with children ages 7-12 years old with online school (May 2020 - Sept 2020)
- **Fix and Repeat, Food Service:** Front and back of house; responsibilities included serving food, making smoothies, prepping food, dishwashing and cleaning, closing the restaurant, cashier (May 2019 - Aug 2019)
- **Bend Pizza Kitchen, Food Service:** Front and back of house; responsibilities included serving food, making salads, prepping food for the pizza line, dishwashing, closing the restaurant, cashier (June 2017 - Mar 2018)