

Leonard Hyman

2 Pierce Ave. Apt 303 • San José, CA 95110 • (213) 519-6844 • leonard.hyman@gmail.com

Career History

City of San José, Program Performance Auditor February 2018-Present

- Analyzed quantitative data, conducted interviews with City staff, reviewed departmental policies and procedures, and researched peer jurisdictions to evaluate government program efficiency, effectiveness and overall performance.
- Wrote and edited thoroughly researched audit reports for presentation to City Auditor and City Council.

City of Los Angeles July 2016-February 2018

Management Analyst, Personnel Department

- Managed the Deferred Compensation Plan's transition from one third-party administrators to another, including participant communication, legal compliance, financial data integrity and customizing features for participants.
- Wrote monthly reports for Deferred Compensation Board providing updates on transition and responding to inquiries.

Management Assistant, City Controller

- Oversaw employee hiring for both civil service and exempt positions within the City Controller's Office.
- Drafted job descriptions and recruitment notices, approved interview questions, and conducted background checks.

Los Angeles Area Chamber of Commerce, Communications Manager (Los Angeles) July 2015-June 2016

- Generated media attention and social media engagement on Chamber policy agenda and education programs.
- Managed writing and design for marketing material related to outreach to executives, politicians and public.

Freelance Writer & Producer (Los Angeles) August 2014-June 2015

- Wrote and researched articles on technology and city politics for outlets such as [TechCrunch](#) and [Curbed LA](#).
- Produced live content for Mortified, a local storytelling stage show and Radiotopia podcast.

Zoomph, Account Executive (Washington, DC) April 2013-July 2014

- Met with business prospects, including Congressional offices, nonprofits, media outlets, and Fortune 500 companies.
- Managed ongoing relationships with Zoomph clients through regular meetings, phone calls, and emails.

Congressional Internet Caucus Advisory Committee, Google Public Policy Fellow (DC) May 2012-April 2013

- Led coalition of corporate and nonprofit stakeholders to develop and fund Congressional App Challenge.
- Met with House Leadership and Administration to draft "Academic Competition Resolution" and policies for implementation, which authorized App Challenge and passed with strong bipartisan support.

American Top 40 with Ryan Seacrest, Lead Writer (Los Angeles) September 2008-July 2010

- Wrote script for weekly radio show syndicated on over 500 stations for an audience of over 20 million.
- Collaborated with team of producers, editors, and technicians to meet tight weekly production schedule.

Internships/Part-time Positions

The Target Book, Research Assistant (Los Angeles) July 2011-April 2012

Brent Tercero for Pico Rivera City Council, Communications Director (Los Angeles) June-November 2011

Cerrell Associates, Public Affairs Intern (Los Angeles) January-April 2011

Education

University of Southern California (USC), Los Angeles, CA

- Master of Public Policy, GPA 3.88 May 2012
- Bachelor of Arts in English, GPA 3.85 May 2004