

Leonard Hyman

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Career History

City of Los Angeles

July 2016-Present

Personnel Analyst, Personnel Department

- Managed the Deferred Compensation Plan's transition from one third-party administrators to another, including proper administration, communications outreach, financial data integrity and customizing features for participants.
- Wrote monthly reports for Deferred Compensation Board providing updates on transition and responding to inquiries.
- Strategized outreach and wrote correspondence to Plan participants on transition and other concerns.

Management Assistant, City Controller

- Oversaw employee hiring, approved interview questions, and conducted interviews and background checks.
- Developed position descriptions that aligned with City's class specifications and paygrade information.
- Wrote budget requests and prepared Departmental organization charts for budget submission to Mayor.

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
- Ensured that custom products met expectations; and provided on-call support for troubleshooting live events.

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.

Internships

The Target Book, *Research Associate* (Los Angeles)

August 2011-April 2012

- Researched California redistricting and its impact on Assembly, Senate and Congressional districts.

Brent Tercero for Pico Rivera City Council, *Communications Director* (Los Angeles)

June-November 2011

- Wrote candidate talking points, press releases, and platform for successful local grassroots campaign.

Cerrell Associates, *Public Affairs Intern* (Los Angeles)

January-April 2011

- Monitored local and international media and wrote briefing memos for CEO on clients' policy concerns.

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