

MALIKA ASTHANA

William Goodenough House Room 5346, Mecklenburgh Square, London, UK WC1N 2AN | 07867210804 | M.Asthana1@lse.ac.uk

PROFESSIONAL SUMMARY

Motivated self-starter with demonstrated analytical, problem solving, and organisational skills cultivated through experience in the public, academic, and non-governmental sectors. Highly skilled at relationship building across organisations and teams with a proven ability to strategise and prioritise workflow to achieve project outcomes.

EDUCATION

- 2016 **Master of Science in International Relations, London School of Economics and Political Science, United Kingdom**
Activities: Member of the Editorial Board for the Millennium Journal of International Studies and Chatham House
- 2014 **Honours Bachelor of Social Sciences, International Studies and Modern Languages, University of Ottawa, Canada**
Summa Cum Laude. Activities: Volunteer of the Year (2014) for the Political, International, Development Studies Student Association; International Development Week Conference Planner, Executive Member of Oxfam and UNICEF Campus Clubs
- 2013 **Academic Exchange, Political Studies, Lund University, Sweden**

EMPLOYMENT EXPERIENCE

Policy and Programs Assistant 2015

Cabinet Office, Government of Ontario, Canada

- Supported the Office of the Premier and the Secretary of the Cabinet in the implementation of the government's policy agenda by leading the development of enterprise-wide policy and delivery tracking
- Consulted with ministries and central agency partners to develop an innovative approach to results reporting informed by best practices on risk management, program evaluation, and strategic policy planning
- Launched a pilot exercise of policy and delivery tracking with three ministries, and evaluated risk assessments of major policy and delivery milestones

Intern, Trade and Economic Policy 2014

Embassy of Canada to Washington, D.C., United States of America

- Monitored, analysed, and reported on U.S. trade, investment, intellectual property, industry, and agriculture policy through the lens of Canada's priorities
- Produced reports, memos, and briefing notes on priority files such as the Trans-Pacific Partnership negotiations, Country of Origin Labelling Dispute, and 'Buy America' government procurement initiatives to support decision-makers in strengthening and managing the complex Canada-United States relationship

Intern, Inter-American Committee against Terrorism 2014

Organization of American States, Washington, D.C., United States of America

- Supported the Secretary of Multidimensional Security in promoting increased inter-American cooperation on counter-terrorism initiatives by conducting research and preparing presentations on multidimensional security priorities in the Americas
- Liaised with local, regional, and national staff to coordinate logistical details of capacity building training and technical assistance missions on critical infrastructure protection, emerging threats, crisis management, policy development, and inter-governmental coordination

Research Assistant to Professor Elke Winter 2013 - 2014

Faculty of Social Sciences, University of Ottawa, Canada

- Contributed to a Government of Canada-funded research project that explored the evolving nature of the perception of minority populations in Canada, in terms of terrorism events and narratives from 9/11 to the present. Published an article in the magazine: *Canadian Diversity* volume 10, issue 3.

Volunteer, Member of Parliament for Ottawa-Centre, Paul Dewar**2012 - 2014**

- Researched and drafted statements, media releases, correspondence documents, and newspaper articles on issues related to political and international affairs
- Developed informational products such as publications, promotional material, and other social media content to support outreach activities to promote a Private Member's Bill

Policy and Programs Assistant**2013**

Ministry of Citizenship and Immigration, Government of Ontario, Canada

- Supported the drafting process of Ontario's first Immigration Strategy by conducting research and preparing briefing notes on opportunities for increased federal-provincial collaboration on the Express Entry selection system
- Conducted inter-jurisdictional research to explore new initiatives and opportunities to partner with the Government of Canada to achieve a 5% target for francophone immigration to Ontario

Project and Communications Assistant**2012**

Ministry of Aboriginal Affairs, Government of Ontario, Canada

- Provided corporate policy and operational guidance and advice to ministries across government on meeting the Crown's legal duty to consult on activities that could impact Aboriginal and Treaty rights
- Developed preliminary project management documentation for a workflow assessment project; defined the scope of work, identified business needs, and conducted analysis on stakeholder interests

VOLUNTEER EXPERIENCE**Co-Coordinator** Ontario Public Service Polivory Conference**2015**

Co-led the initial planning stage of the sixth annual Polivory conference, drafting a business case for a budget of \$50,000, developing terms of reference, and preparing briefing materials. Managed a team of 15 sub-committee volunteers.

Co-Coordinator House of Interns Fundraiser, Embassy of Canada to Washington D.C.**2014**

Managed a team of 15 interns at the Embassy of Canada to plan an annual United Way Fundraiser. Recruited senior staff in the Embassy to participate in an Interns vs. Directors General Jeopardy style game on Canada-U.S. relations.

Canadian Mentor International Buddy Program, University of Ottawa**2012 - 2014**

Paired with three Masters-level students at the University of Ottawa from Asia, Africa, and Europe, to help them adapt to their new cultural surroundings and improve their linguistic capabilities in English and French.

Language Tutor Fågelskolan Language Café, Lund University, Sweden**2013**

Conversed with local Swedish students in English, French, and Spanish, helping them overcome language barriers and developing their communication skills.

Volunteer Coordinator All-Party Party United Way Fundraiser**2012**

Primary volunteer coordinator for the 2012 All-Party Party, an annual joint Parliament Holiday party that fundraises for local Ottawa charities. Over 2,000 people attended the 15th annual event and \$11,000 was raised for the United Way.

Vice President UNICEF Canada University of Ottawa Chapter**2011 – 2012**

Led student volunteer meetings; delegated responsibilities; and planned and implemented outreach events on campus.

Vice President of Communications Oxfam Canada University of Ottawa Chapter**2011 – 2012**

Led the transformation of the group's communications strategy, creating and maintaining various social media accounts.

INTERESTS

- Languages: Proficient in English (Expert); French (Advanced); Spanish (Intermediate); Hindi (Beginner)
- Academic: Canadian foreign policy; strategic planning; Destination 2020 and public service engagement
- Music: Alumna of the Senior Wind Ensemble, Chamber Orchestra, and Choir at St. Robert Catholic High School