

# JOSANNA LEWIN

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## EDUCATION

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### **Monterey Institute of International Studies**

**Monterey, CA**

*M.A. Candidate in Public Administration*

May 2011

- Spanish language emphasis in Latin American studies with interest in women's rights, development, public advocacy, and microfinance institutions
- Current and previous coursework in business sustainability, women and microfinance, data analysis, public policy and policy memo writing, research methods, management of public organizations, and grant writing
- Consultancy with Monterey County Resource and Management Agency, delivering valuable financial management recommendations to the agency

### **University of Colorado at Boulder**

**Boulder, CO**

*B.A. Political Science*

May 2004

## PROFESSIONAL EXPERIENCE

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### **The Advocacy Project/Vital Voices**

**Washington DC/Accra, Ghana**

*Fellow for Peace – Eagle Women Empowerment Club (EWEC)*

May 2010-Sept 2010

- Fellowing with EWEC in Accra, Ghana. EWEC is one of six network Hubs within the Africa Businesswomen's Network (ABWN). ABWN is a partnership between local businesswomen's organizations throughout Africa, Vital Voices Global Partnership and ExxonMobil Foundation with the goal of empowering women to be self-confident and financially independent to run successful businesses and careers in a woman-friendly business environment
- Providing a forum for peer learning, information exchange, business development, access to education, resources and tools, and building networks for businesswomen in Ghana
- Conducting a M&E Vital Voices Baseline Member Survey of 50 EWEC members. Data will be used by Vital Voices and the ABWN to strengthen efforts as businesswomen's organizations and provide quality services to African women in business
- Profiling successful EWEC members for advocacy forums at Vital Voices, The Advocacy Project, and EWEC using photo, video, and blogging technology
- Creation of and training for social network platforms (Facebook, Flickr!, Twitter, Picasa, Ning, YouTube) for EWEC

### **City Building, Inc.**

**San Francisco, CA**

*Marketing Coordinator – Business Development*

October 2006-April 2009

- Hired to facilitate marketing efforts in Business Development, provide project team support for bids and proposals, develop and maintain relationships with clients and bay area hospitals and spur business development in the healthcare field. City Building, Inc., a growing firm grossing approximately \$33 Million annually, provides general contracting and management services throughout the Bay Area in Healthcare Facilities.
- Committee member to several large-scale fundraising events for Bay Area Hospital Foundations raising over \$900,000.00 in 2008. Recruited, trained and managed up to 40 volunteers per event
- Fostered client relationships as the company representative for 100+ partners and clients and effectively marketed City Building Inc.'s services through social networking, marketing packages, bid proposals and project presentations

### **Mr. Mark Willits, UCLA Law School**

**Los Angeles, CA**

*Health Assistant/Personal Assistant*

July 2005-August 2006

- Conducted typical medical duties for Mr. Willits, a complete C3 ventilator dependent spinal cord injury patient
- Worked closely with UCLA campus housing staff to locate, renovate and furnish ADA compliant accommodations for Mr. Willits to re-locate to

**Universidad Central de Ecuador**

*English Conversation Teacher*

**Quito, Ecuador**

July-December 2004

- Taught conversational English and writing to college sophomores, juniors, seniors, and staff at the largest public university in Ecuador
- Created and developed an infrastructure for lesson plans, class lectures, and homework assignments

**RELATED SKILLS**

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- Strong team leadership, delegation, and coordination skills
- Strong communication skills in both public speaking and written communication
- Proficient in Mac OS and PC systems, PowerPoint, Excel, iMovie, WordPress, social networking, and Google applications
- Experienced with international living, working and traveling in developing countries