

Mikaela Bennett

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- Summary**
- Quadrilingual professional with a global outlook gained through study, work, research, and volunteer work in 6 different countries, as well as recreational travel in 4 additional countries.
 - Experienced researcher and policy analyst with 3 years of experience demonstrating progressive responsibility and independence.
 - Resourceful leader and collaborative team player with extensive event planning, production management, and digital media and website management skills.
 - Versatile Executive/Legal/Administrative Assistant who has provided support a wide variety of industries, including: academia (various disciplines), law, insurance, financial services, construction, real estate investment, and entertainment.
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Education

- 2018 **The George Washington University, Elliott School of International Affairs**
M.A. Middle East Studies, specialization in Environment and Climate (expected May 2019)
- 2005 **Sarah Lawrence College**
B.A. Liberal Arts (Spanish, Creative Writing, Theater)
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General Skills

Analytical Writing, Advocacy, Event Planning, Project Management, Negotiation, Production Management, Research Methods (Interviewing, Participant Observation, Questionnaires), Archival Research, RED Team Analysis

Technical Skills

GIS, Adobe Photoshop, Basic HTML, Adobe Acrobat, Website Management, Database Management, MS Word/Excel/Powerpoint/Outlook, Social Media, Quickbooks, Lotus WordPro/Notes

Relevant Experience

- 12/18-03/19 **Research Assistant - The Hebrew University of Jerusalem (Prof. Or Rabinowitz-Batz)**
Conducted archival research at the Ronald Reagan Presidential Library on behalf of Prof. Rabinowitz. Research topics included U.S./Israel relations, the Strategic Defense Initiative (SDI), AWACS, and the Jonathan Pollard espionage case.
- 06/01-08/18 **Policy Analysis Intern - The Association for Forests, Development, and Conservation (AFDC)**
Analyzed and updated Lebanon's National Wildfire Management Policy, verified data gathered by Lebanon's Security Forces, reconciled the National Wildfire Management Policy with current legislation under consideration, identified policy areas for future development, interviews with Lebanese government officials to track progress on National Wildfire Management Policy targets.
- 01/18-05/18 **Research Assistant - The Woodrow Wilson International Center for Scholars**
Provided research support on topics related to the Egyptian revolution and Kurdish affairs, proofread/edited/critiqued book manuscript, checked end note references, compiled bibliographies, wrote literature reviews, conducted online archival research, summarized research materials, and assisted with assorted technical
- 12/14-12/15 **Writing Consultant/Presentation Coach**
Coached PhD candidates on presentation skills for PhD defense presentations and writing skills for academic publications (Mechanical and Civil Engineering).
- 12/13-05/14 **President - Model United Nations Club at College of Marin**
Fundraised, networked with regional Model UN associations, participated in Model UN Conferences, organized club trips to attend speakers/conferences, chaired club meetings (12 people).
- 01/14-05/14 **Producer - Many Nations, One World documentary film festival and speaker series**
Planned and produced a documentary film festival with bi-weekly screenings on international topics, led a support team of 9 people, coordinated bi-weekly guest speakers, moderated open discussion sessions, generated publicity graphics and marketing strategy, arranged festival logistics (space, equipment, refreshments, signage).
- 03/12-12/13 **Media Assistant - Impro Theater Company**
Maintained Impro website with current information, generated written content and graphics as needed.
- 11/12-05/13 **Administrative Assistant - UCLA Broad Stem Cell Research Center**
Coordinated meetings (including catering, parking, AV setup, handouts), managed conference arrangements and day-of logistics, arranged guest travel and seminar itineraries, purchased equipment for research labs and administrative offices, supported development with grant submission coordination, managed general phone line and e-mail inbox.
- 02/09-08/09 **Co-Producer - An (Improv) Arabian Nights theater production**
Produced shows in collaboration with Zawaya, a non-profit organization to promote multicultural discourse and Arab arts in the San Francisco Bay Area. Responsibilities included: project management, team management (20 people), sponsorship partner acquisition, marketing strategy and design, set and lighting design.

Other Experience

09/14-03/16 **Payroll Specialist - Sunshine Construction**

Managed and entered weekly payroll and reimbursements, drafted and proofed contracts/subcontracts/bid breakdowns/estimates/memos, overhauled company employee handbook, entered accounts payable/receivable, benefits administration (health insurance, worker's compensation, paid time off), managed phone and e-mail communication for company President, created and maintained paper and digital files.

06/12-11/12 **Administrative Assistant - Arclight Cinemas/Pacific Theatres**

Supported property management, supported all personal and business financial concerns (tax issues, LLC formation, loan refinancing, investment account monitoring, charitable donations, etc.), served as customer service contact for group sales and ticket exchange, arranged executive travel (domestic and international), coordinated meeting logistics, served as phone operator for entire family of companies, processed accounts payable entries and invoice payments, created and processed expense reports, new hire training.

09/08-09/09 **Founder/Director - Double Entendre Improv theatre company**

Founded and directed a theater ensemble (8 people), produced regular shows, managed company finances, marketing and advertising, production coordination, staffing, team building, and formulated company policy and operating practices.

09/10-05/12 **Legal Assistant - Seldon & Scillieri**

Managed legal billing, maintained and organized patent/trademark and litigation files, received dictation and created correspondence and legal documents, maintained equipment and office supplies.

01/08-01/10 **Office Manager - Argonaut Investments/JP Asset Management**

Assisted with property management and tenant needs, administered accounts payable/receivable, managed travel arrangements, maintained office equipment, files, and supplies.

08/06-07/07 **Client Services Specialist - Reliance Capital Advisors**

Served as liaison between clients and asset management firms, guided clients through capital management operations, drafted and implemented a client experience model, designed and managed the company website, provided administrative support for two financial advisers.

08/05-05/06 **Executive Assistant to President/Web Operations Auditor - Progressive Insurance**

Managed business and personal calendar for the Direct Group President, planned meetings and conferences, arranged domestic and international travel, created expense reports, served as gatekeeper for calls and appointments, maintained office equipment and supplies.

Reported bi-weekly on static company website performance, affiliate compliance, internet security, brand infringement issues, online services, proofread Spanish website.

International Experience

Professional Travel: Lebanon, Oman, Jordan, Chile, Costa Rica, England

Personal Travel: Israel, Peru, Argentina, Canada

Languages Arabic (*Advanced*), Spanish (*Advanced-Low*), Farsi (*Advanced-Low*), Hebrew (*Basic*)

Professional Presentations

Bennett, M. & Kaye, J. (2018). *Desalination and Climate: How the Restructuring of Water is Shaping Oman*. Presentation at the annual Middle East Dialogue conference at Policy Studies Organization, Washington D.C.

Awards and Scholarships

2019 Presidential Management Fellowship (PMF) Finalist - Class of 2019
2018 Aramex Fellowship/Stipend - Elliott School Institute for Middle East Studies (\$6,000)
2018 Middle East Studies Capstone Award - Elliott School Institute for Middle East Studies (\$1,000)
2017 IMES Summer Language Grant - Elliott School Institute for Middle East Studies (*awarded \$5,000*)
2017 FLAS Summer Fellowship for Middle East Languages - Elliott School Institute for Middle East Studies (\$9,500)
2016 Robert R. Banville Endowment Scholarship - Elliott School Institute for Middle East Studies (\$6,760)
2016 Graduate Fellowship - The Elliott School of International Affairs (\$10,000)
2016 Dean's Merit Scholar - USC Sol Price School of Public Policy (*awarded full scholarship*)

Hobbies Hiking/Backpacking, Improvisational Theater, Photography, Filmmaking, Gardening, Piano, Board Games