

Anna Leach Hartge

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Work Experience:

Hope College

141 E. 12th St

Holland, MI 49423 United States

12/2020 - Present

Hours per week: 5

Administrative Assistant

Duties, Accomplishments and Related Skills:

Assist professor with the Hope College Washington, DC Honors Semester by setting up policy interviews with policy experts, arranging virtual social events, and enforcing COVID-19 protocols.

George Washington University (GW), Center for Career Services

800 21st St NW

Washington DC, DC 20050 United States

10/2019 - Present

Hours per week: 40

Industry Coach for U.S. Politics, Education, Social Impact, Arts & Communications

Duties, Accomplishments and Related Skills:

Serve as industry expert to coach undergraduate, graduate students, and alumni through the competitive internships and job search process in the areas of public service, arts, media, and communications. Advise students on creating a strategic plan to find the right job, build the right network, craft the right message, and make the right career choices for their career. Responsibilities included:

LEADERSHIP

- * Counsel juniors, seniors, and alumni on their internship/job search strategy in the areas of government, politics, law, non-profit, media, and communications through one-on-one appointments and large events.
- * Partner with faculty, student organizations, and other offices to engage with the GW community beyond 1:1 appointments and provide career search best practices.
- * Supported GW's transition to a virtual environment in response to the COVID-19 pandemic by leading virtual job search groups for the Class of 2020 graduates to address their concerns and encourage best practices in a tough job market.
- * Write biweekly newsletter with events, advice, jobs, and internship listings to communicate opportunities for professional growth.
- * Author industry specific resources to support student's professional growth outside of our meetings.

INNOVATIVE PROJECTS

- * Designed a self-paced eight-week Career Success Seminar for students to develop professional competencies and best practices considering the pandemic's impact on internship opportunities.
- * Led the office through the development of the seminar content and delegated areas of content

management. Ensured all content was Section 508 compliant.

* Created a post-survey and utilized the student feedback to update and enhance the seminar, which is referred to as Career Success Seminar 2.0.

* Educate faculty on the Seminar with a briefing document and visit division faculty meetings to promote engagement within the Seminar. Identified faculty as crucial partners in the Seminar given their proximity to students and positions of influence to share this resource.

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Okay to contact this Supervisor: Contact me first

George Washington University (GW), Disability Support Services

801 22nd Street, NW

Washington DC, DC 20052 United States

07/2018 - 10/2019

Hours per week: 40

Career Counselor

Duties, Accomplishments and Related Skills:

Counseled students on disability disclosure in a job search, understanding appropriate job accommodations, and how to request them. Educated and coached students on navigating the job or internship search, and writing resumes and cover letters. Responsibilities included:

ADAPTABLE LEADERSHIP

* Recognized the unique experiences of those identifying with a disability and tailored advice to that individual. Listened and provided resources specific to each circumstance while maintaining student's privacy and confidential information.

* Impacted the disability community within the university by leading the DSS Speakers Bureau. The Speakers Bureau provides disability education to the campus community through amplifying student voices and experiences. Mentored students through sharing their story, including overseeing the development of speeches (both written and spoken) to the campus body.

* Authored a "Four Year Plan" to help students navigate career, personal/social, and education objectives specific to each year of their studies.

EXTERNAL AND INTERNAL CROSS-COORDINATION

* Redesigned the office approach to New Student Orientation by consolidating over 200 one-on-one appointments into two large informational sessions and a Q&A time for new and transfer students and their parents.

* Collaborated with the university New Student Orientation office to secure time in the agenda, market the event, and share best practices for engaging with students with disabilities.

* External: Networked with employers (public, private, and government industries) that were interested in hiring students with disabilities and advocated for our students to be considered for employment opportunities. Facilitated two employer sessions per semester.

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Okay to contact this Supervisor: Yes

Third Way

1025 Connecticut Ave NW
Washington DC, DC 20036 United States

08/2017 - 07/2018

Hours per week: 40

Project Manager

Duties, Accomplishments and Related Skills:

Served as project manager within two offices at Third Way focused on conference planning and economic research. Responsibilities included:

EXTERNAL AFFAIRS

- * Researched potential host cities for their first large-scale conference and created a PowerPoint deck to present to senior staff of the host city options. Each deck included a possible budget relating to each city, airfare flexibility for speakers and guests, and hotel contracts.
- * Arranged meetings between Third Way leadership and local leaders in Columbus, Ohio, by utilizing my network. Secured the mayor as a speaker and welcome night event host.
- * Developed a list of potential speakers, pulling bios, possible keynote topics, and performed first level vetting of speakers.
- * Managed contracts and memorandums of understanding with hotels and food service vendors.
- * Brokered contract with C-Vent to serve as registration website and dual capability to support programming agenda.

RESEARCH

- * Researched innovative state and local policymakers as Third Way built upon the successful release of A New Generation of Ideas: A Social Contract for the Digital Age.
- * Researched city and state broadband access and created a database of city and state requirements for certification requirements for different industries.

George Washington University (GW), Disability Support Services

800 21st St NW
Washington DC, DC 20052 United States

10/2017 - 12/2017

Hours per week: 20

Technology Access Coordinator

Duties, Accomplishments and Related Skills:

- * Researched best practices in access technology for the office to justify the need for a Director of Access Technology role to HR. Crafted position outline for Director and provided links for further research and support.
- * Facilitated student access to technology as determined by the Director. Maintained a list of all equipment loaned out for retrieval at the end of each academic year. Navigated the complex process to receive books for screen and engaged with students to provide these materials.

George Washington University (GW), School of Medicine and Health Sciences

2300 I St NW
Washington DC, DC 20052 United States

03/2017 - 07/2017

Hours per week: 20

Graduate Assistant

Duties, Accomplishments and Related Skills:

Worked to increase the diversity of students pursuing medicine and health science degrees through working with the Upward Bound program (high school) and undergraduate students.

* Planned college tours for the Upward Bound students in North Carolina, coordinating all details for the director.

* Introduced the director to the Posse Foundation and laid the foundation for a successful partnership to promote college access and success.

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U.S. Department of Education, Center for Faith-based and Neighborhood Partnership

400 Maryland Ave SW

Washington DC, DC 20202 United States

09/2012 - 01/2017

Salary: 79,720.00 USD Bi-weekly

Hours per week: 40

Special Assistant (This is a federal job)

Duties, Accomplishments and Related Skills:

Title: Special Assistant, Presidential Appointee; promoted from Confidential Assistant to Special Projects in June 2014; promoted to Special Assistant in May 2016, U.S. Department of Education.

Coordinated Department activities as assigned by the Director, with a focus on developing deeper partnerships with parents, students, educators, and community and state policy leaders in order to increase academic achievement across all faiths and socioeconomic levels. Responsibilities included:

INITIATIVE LEADERSHIP

* Directed the President's Interfaith and Community Service Campus Challenge (Challenge). The initiative challenged college campuses to participate in community service with interfaith dialogue. Led an interagency team with representatives from the White House, Corporation for National and Community Service, and Peace Corps.

* Grew Challenge to include over 500 participating universities and an annual conference (Fall Gathering) with over 600 university presidents, faculty, staff, network organizations, international guests, and students.

* Developed and executed the Fall Gathering, including developing a program agenda with three plenary sessions and 36 breakout sessions. Facilitated breakout sessions proposals from participants and led a review committee that decided the breakout sessions.

* Managed the conference budget and tracked all expenses.

* Wrote talking points and briefings for White House and agency senior staff to speak at the Fall Gathering.

* Collaborated to create two published reports on the Challenge (2012-2014; 2014-2016).

* Reviewed and selected winners for the President's Higher Education and Community Service Honor Roll in the interfaith service track for 2014, 2015, and 2016. Facilitated partnership with the Corporation for National and Community Service.

PROJECT MANAGEMENT

- * Assisted in the implementation of First Lady Michelle Obama's Reach Higher initiative, including developing a toolkit equipping community leaders with the skills and tools to help students of all backgrounds navigate the college application and financial aid process.
- * Administered a Project Fellowship of my own design within the Office of the Secretary in the Teach to Lead program. The project expanded Teach to Lead into networks of higher education by focusing on university teacher preparation programs and instilling teacher leadership values as early as their first class. Ultimately organized a national summit with 150 teachers, community leaders, students, and nonprofit organizations focused on teacher preparatory programs and advancing teacher leadership.
- * Planned, coordinated, and executed the Department's Martin Luther King Jr. Drum Major for Service Awards honoring 24 employees who put service before self (Years 2013-2016). Awards were presented during All-Staff Meeting. Prepared briefings and talking points of recipients for the Secretary.
- * Organized interagency Center for Faith-based and Neighborhood Partnership participation in the Hampton University Minster's Conference including logistical travel details, panelist bios, and material facilitation.

LEADERSHIP

- * Elected to serve as Senior Confidential Assistant Fellow with responsibility for planning professional development for junior staff cohort and representing junior staff voices to senior staff.
- * Managed briefing materials for director, managed office budget, grew social media sites, created talking points, created briefings for the U.S. Secretary of Education, managed outreach to stakeholders, and oversaw selection and management of interns each semester.
- * Provided administrative support to the White House Director of the Office of Faith-based and Neighborhood Partnership when needed, including writing briefings, pulling speaker bios, and writing talking points.
- * Staffed director in meetings with state and local policy leaders to communicate the mission and work of My Brother's Keeper.

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White Pines Middle School

1400 S Griffin St
Grand Haven, MI 49417 United States

01/2012 - 06/2012

Hours per week: 40

Student Teacher

Duties, Accomplishments and Related Skills:

- * Observed and taught 7th grade World History and Geography class, developed unit plan focusing on India, collaborated with teacher on lesson plans, maintained attendance and grading, and developed and delivered lesson plans to 140 students in five different hour-long classes.
- * Students represented a range of socioeconomic backgrounds and included military children.

U.S. Department of Education, Center for Faith-based and Neighborhood Partnership

400 Maryland Ave SW

Washington DC, DC 20202 United States

03/2011 - 06/2011

Hours per week: 40

Intern

Duties, Accomplishments and Related Skills:

* Managed office schedules of political appointees, participated in daily conference calls with the White House, maintained social media sites, created daily briefings on education issues, assisted with coordinating national conferences, researched education issues, and edited presentation papers.

* Assisted in the development and implementation of the President's Interfaith and Community Service Campus Challenge.

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Okay to contact this Supervisor: Yes

U.S. House of Representatives

First St SE

Washington DC, DC 20004 United States

01/2011 - 03/2011

Hours per week: 32

Intern

Duties, Accomplishments and Related Skills:

* Answered the phone, greeted constituents, wrote press releases, researched legislative issues, attended briefings, and gave tours of the Capitol.

Education:

The George Washington University Washington DC, DC United States

Master's degree 5 /2017

GPA: 3.97 of a maximum 4.0

Major: Higher Education Administration

Relevant Coursework, Licenses and Certifications:

Relevant Coursework:

* Legal and Public Policy Issues for Students with Disabilities, Leadership for Equity and Social Justice, Higher Education Policy, Crisis Management in Higher Education, Administration of Higher Education.

Research:

* "Mental Health on Campus: A Growing National Crisis." Presented at the George Washington University Educational Symposium for Research and Innovation, February 27, 2016, Washington, DC.

* Master's Capstone: Proper Support and Inclusion for Students with Disabilities

Accomplishments:

* Kakehashi Project Participant--One of 12 GW students selected to visit Japan as part of Japan's Friendship Ties Program.

Hope College Holland, MI United States

Bachelor's degree 5 /2012

Major: Social Studies for Secondary Education **Minor:** History Minor

Relevant Coursework, Licenses and Certifications:

Relevant Coursework:

* Encounter with Cultures, Teaching the Exceptional Child, Secondary Education Instruction Design and Classroom Management, Political Geography, Perspectives in Education.

Honors:

*Washington, D.C. Honors Semester

*Liverpool, England Teaching Abroad June Term

Job Related Training:

CERTIFICATIONS

Social Studies Composite Grades 7-12, State of Ohio

Additional Information:

BOARD APPOINTMENTS

Grace and Race Ministries, Inc., Ambassadors of Reconciliation August 2020-August 2024

Hope College Alumni Board, DMV Board Member August 2019-August 2022

American Board of Audiology, Public Member January 2019-January 2021

VOLUNTEER ENGAGEMENT

Leadership: AG Bell Higher Education Resources Task Force
