

LAURA KLEIMAN

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QUALIFICATIONS

- Senior-level university administrator, with a proven record of success in research administration, grant proposals/awards, and budget development. Skillset also includes in-depth experience in project management, program evaluation, strategic planning, customer service, teaching/instruction, and event/meeting planning.
- Experienced written communicator: skills include developing analytical reports based on aggregate data, program brochures, academic papers, popular articles, website and social media content, newsletters, and marketing materials.
- Experienced verbal communicator: skills include conducting presentations at professional conferences, facilitating meetings in academia and for diverse stakeholders, working with nonprofit staff, government staff, business-owners, and others to facilitate evaluation, program development, and data collection/analysis, and interpretation.
- Supervisory/management skills include hiring and management of staff, developing internal and external partnerships, writing and maintaining a program budget. Master's level knowledge and research capabilities in Sustainable Agriculture, Food System Development, and Sociology.

PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS

- Project Management Institute, Project Management Certification (pending)
- Completed trainings with the Nation Council of University and Research Administrators:
 - Level I and II: Sponsored Project Administration, Washington, DC
 - Departmental Administration Workshop, University of Rochester
- Completed trainings at Rochester Institute of Technology:
 - American Sign Language Level 1
 - Introduction to Accounting for Grants and Accounting
 - Excel Part 1
 - Excel Part 2
 - Introduction to Drupal
 - Microsoft OneNote Essential Training
 - Bridges Certificate # 4: Sustainability & Social Change
 - Diversity & Sustainability: Part 1
 - Diversity & Sustainability: Part 2
 - Introduction to Accounting
- Expert user of Windows, Microsoft Office Suite, Adobe; basic skills in computer design programs and web publishing products.

PROFESSIONAL EXPERIENCE

Rooted Word; Rochester, NY

Owner/Operator

01/2016-present

- Rooted Word specializes in professional writing services (academic and industry), career consulting and resume building, and project and program management and evaluation.
- Rooted Word offers a variety of products and services, including but not limited to:
 - Academic paper writing and editing
 - Professional resumes and cover letters
 - Industry handbooks and best practices guides
 - Administrative services and record keeping
 - Project management consultations
 - Evaluation services

Rochester Institute of Technology; Rochester, NY

Senior Research Administrator

10/17-present

Research Administrator

04/15-10/17

- Key responsibilities involve providing information and tools to RIT faculty members to develop proposals and apply for sponsored research funding opportunities. Supports faculty by developing an understanding of their research, finding relevant opportunities and working with them to write and edit grant proposals.
- Work involves creating a budget for research projects, ranging from \$25,000 to over \$1 million, performing all administrative functions related to grant applications and disseminating information and running workshops to assist faculty develop research and grant-related skills.

Sac and Fox Tribe of the Mississippi in Iowa; Tama, IA

Local Foods Coordinator

02/14-01/15

- Responsible for managing all education and outreach activities involving local food system development for the Tribe's Meskwaki Food Sovereignty Initiative. Duties included writing, maintaining and implementing the Initiative's budget, strategic plan and AmeriCorps VISTA grant.
- Program development was based on community needs assessments including surveys, interviews and planning meetings. Organized and ran educational workshops and classes involving culturally appropriate food production, nutrition and traditional knowledge. Maintained three community gardens and developed curriculum for the Meskwaki Settlement School.

Leopold Center for Sustainable Agriculture; Iowa State University

Research Associate/Graduate Research Assistant

08/11-01/14

- Duties included assisting in the evaluation of the Leopold Center competitive grant program and the evaluation of local food systems in Iowa. This work involves collaborating with ISU Extension, Northeast Iowa Resource Conservation & Development, and many other partners to aggregate the impacts of the Center's programming on Iowan, agricultural landscapes.
- Assisted in the development of data collection instruments along with a companion guide for the collection of economic data for the Regional Food Systems Working Group of Iowa.

EDUCATION

Master's of Science in Sustainable Agriculture, co-major: Sociology **2011-2013**
Iowa State University; Graduated in May 2013, 3.43 GPA
Master's thesis: *Civic Agriculture and Leadership: Builders and Weavers in Iowa's Regional Food Systems*

Bachelor of Arts in Sociology, minor: Environmental Studies **2003-2007**
State University of New York at Geneseo; Graduated magna cum laude, 3.65 GPA

Awards, Honors, and Professional Affiliations and Study

- Received the Research Excellence Award from the Graduate College for exemplary sociological research in a Master's thesis, Iowa State University 2013.
- Inducted into Phi Beta Kappa National Honor's Society and Alpha Kappa Delta National Sociology Honor's Society.
- Appointed a Junior Fellow of the American Academy of Political and Social Sciences.
- Active member of the National Council for University Research Administrators.