

CLARE LEVIN, MA, INTERNATIONAL AFFAIRS

902-463-7661

Clare@researchpowerinc.com

SUMMARY OF SKILLS / ABILITIES

- Proficient in qualitative and quantitative research methodologies
- Excellent organizational, communication and writing skills
- Strong project management skills
- Experienced in proposal development and writing
- Skilled at project and program planning
- Extensive experience in conference and event planning as well as conducting workshops and training seminars
- Demonstrated experience in budget preparation and management
- Experienced in health research and policy
- Excellent relationship building skills
- Languages: English – mother tongue; French – excellent comprehension, good oral and written
- Experienced with computer applications including statistical programs (SPSS, STATA), qualitative programs (NVivo), and other research tools (internet research, referencing software, online databases, etc.)

EDUCATION

2008-2010 **Masters of Arts in International Affairs**
Carleton University – Ottawa, Ontario

1999-2003 **Bachelor of Arts (Double Honours) in Economics and History**
University of Manitoba – Winnipeg, Manitoba

ACHIEVEMENTS

2010 **Selected as one of Atlantic Canada's top 50 Emerging Leaders**
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2010 **Joubin Selig Bursary in International Affairs**
Carleton University

2009 **Lester B. Pearson Award**
Carleton University

2008 **Dean of Graduate Studies Entrance Scholarship**
Carleton University

2008 **Canada Graduate Scholarship**
Social Sciences and Humanities Research Council (SSHRC)

- 2003 **Leonard Remis Award in Canadian History**
University of Manitoba
- 2000-2003 **Dean's List**
University of Manitoba
- 1999 **University of Manitoba Entrance Scholarship**
University of Manitoba
- 1999 **French Immersion Bilingual Certificate**
École Secondaire Kelvin High School, Winnipeg, Manitoba

PROFESSIONAL HISTORY

- Jan. 2010 - **Research Consultant**
Present Research Power Incorporated – Dartmouth, Nova Scotia
- Develop evaluation frameworks including the creation of logic models and identification, and development of process and outcome indicators
 - Create and implement quantitative and qualitative data collection strategies including survey development and administration, development and application of guides for interviews and focus groups, analytic frameworks to guide grey and academic literature searches, etc.
 - Analyse quantitative and qualitative data using a range of tools (e.g. software such as NVivo); compile and summarize findings
 - Produce reports of research and evaluation findings, including creation of report framework and incorporation of client feedback
- Mar. – Nov. **Executive Director**
2010 Peaceful Schools International – Halifax, Nova Scotia
- Managed international projects and staff in Sierra Leone and Pakistan
 - Developed new projects and programs to provide support to member schools around the world in the PSI network
 - Implemented communications activities such as newsletters, website, presentations and media
 - Financial management, including budgeting, proposal writing, and other fundraising
- Sept. – Dec. **Intern (full-time, volunteer)**
2009 Centre for Development and Peace Education – Mayagba, Sierra Leone
- Facilitated cross-cultural school twinning activities between schools in Sierra Leone and Canada
 - Planned and delivered workshops on peace education for teachers and community members

- Jan. – Apr. 2009 **Intern (part-time, volunteer)**
Global Health, Canadian Public Health Association – Ottawa, Ontario
- Researched and wrote a guide to advocacy for developing country public health associations
- Sept. 2007 – Sept. 2008 **Project Coordinator**
Atlantic Canada Sustainability Initiative (ACSI) – Halifax, Nova Scotia
- Financial management, including writing funding proposals, budgeting and financial reporting
 - Coordinated all events, including logistics, registration, and facilitation
 - Communicated with project partners and the public via newsletters, a website, and the media
- Sept. 2005 – Sept. 2007 **Managing Director**
Genuine Progress Index (GPI) Atlantic – Halifax, Nova Scotia
- Supervised and supported research and policy work on topics such as health, education, environmental policy, and economic issues at the local, provincial, and national levels
 - Liaised with policy makers at all three levels of government
 - Supported financial management, including financial reporting and preparing funding proposals
 - Responsible for all communications, including responding to inquiries, public presentations, maintaining the website, developing press materials, and communicating with media
- May 2003 – Sept. 2005 **Research Assistant**
Atlantic Regional Office, Bank of Canada – Halifax, Nova Scotia
- Researched and prepared briefing materials on regional and national economic issues such as labour market statistics, provincial government finances, and local development projects
 - Used media monitoring to maintain a good knowledge of current events in the Atlantic region
 - Collected and analysed quantitative and qualitative data for research projects on economic topics
- Sept. – Dec. 2002 **Researcher**
Manitoba Women’s Directorate – Winnipeg, Manitoba
- Researched and wrote a report on the history of women in education in Manitoba for publication and distribution to high schools in the province for Women’s History Month

VOLUNTEER EXPERIENCE

- 2007 – 2010 Peaceful Schools International – Board Member
- 2007 – 2008 Oxfam Canada, Maritimes Region – Chair, Regional Steering Committee

2006 – 2008	Sustainability in Nova Scotia for Everyone, Provincial Working Group – Executive Committee member
2004 – 2005	Society for Corporate Environmental and Social Responsibility – Co-Chairperson
2000 – 2003	University of Manitoba – Peer Advisor
2002 – present	YMCA/YWCA – Fitness Instructor

PUBLICATIONS

Levin, Clare. “A Foundation to Build On: Democratic Elections and Sustainable Peace in Sierra Leone.” *Inquiry and Insight: The Waterloo Graduate Journal of Political Science*, Vol. II (Fall 2009): 156-177.

Levin, Clare. *The Unheard Majority: A History of Women Educators in Manitoba*. Winnipeg: Manitoba Women’s Directorate, 2002.
<http://www.gov.mb.ca/wd/publications/whm2002.pdf>.

CONFERENCES AND PRESENTATIONS

Health and Development in Sierra Leone, Carleton University, Ottawa, Ontario, October 2009.

The Ecosystem Accounts in the Nova Scotia GPI, Canadian Society for Ecological Economics (CANSEE) Conference, Halifax, Nova Scotia, July 2007.

Community Sustainability: Taking The Natural Step, Public Presentations at the North Branch Library & Alderney Gate Library, Halifax, November 2006.