

LEAH FRANKEL-BONACCI
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EDUCATION

Harvard GSD Career Discovery
Landscape Architecture

Cambridge, MA
Summer 2012

Brown University
Bachelor of Arts—Architectural History & Education: Human Development

Providence, RI
December 2009

WORK

Batali & Bastianich Hospitality Group
Creative Department Intern

New York, NY
March 2012–March 2013

- Assisted Creative Director with design, organizational & project management tasks
- Researched, wrote & compiled RFP response documents
- Designed & wrote copy for promotional materials (e.g. loyalty cards, merchandise bags, etc)
- Prepared menu, check presenter inserts & table talker templates for on-location printing
- Managed print production, pre-press, press checking & vendor file preparation
- Optimized software management
- Sourced materials & products
- Conducted industry research
- Adapted existing designs for new media

Tailored Tutoring Solutions
Self-Employed Tutor

New York, NY
September 2011–
March 2012

- Optimized tutees' study methods & developed their organizational skills
- Prepared students for private school entrance exam, SAT general & subject tests

Equation Entertainment
Summer Intern

New York, NY
April–July 2011

- Designed brand concept materials
- Researched men's style trends & new media culture platforms

Moses & Singer LLP

Intellectual Property & Entertainment Law Paralegal Assistant; Social Media Coordinator

New York, NY
January–August 2010
Summers '06, '07 & '09

- Performed legal research
- Corresponded with clients
- Developed & delivered media training to firm partners & decision-makers
- Initiated & led research for brand identity overhaul
- Designed new media marketing strategy & prepared RFP for website redesign
- Analyzed contracts & correspondence for input of key info into databases & attorney review
- Maintained intellectual property & marketing electronic databases & hard files

Sexual Health Education and Empowerment Council

Founder & Co-Chair

Providence, RI
January 2008–January 2010

- Developed, organized & promoted 11 events attended by 1500+ people
- Moderated panels
- Customized & delivered training curriculum to various student groups

Youth Empowerment Initiative

Summer Health Educator

Brooklyn, NY
Summer 2008

- Wrote & implemented health education curriculum for at-risk youth

SKILLS

TALENTS team player; advocate; fast learner; self-motivator; creative; analytical; problem-solver; leader; tinkerer; self-directed worker; skilled orator; adapter in fast-paced work environments; flexible & curious thinker

STRENGTHS project management; layout; training delivery; research; writing; workflow optimization

SOFTWARE Adobe Illustrator, Photoshop, InDesign, Dreamweaver & Acrobat Pro; Google SketchUp; FontExplorer; MS Word, Excel & PowerPoint; LexisNexis; Westlaw; IP Manager; QuickTime; Wordpress