

# LINDSAY M. KUHN

Ms. Kuhn offers core competencies in program management, grant writing, civic engagement, capacity building, and cross-cultural communications developed from four years of experience in international development and public relations. She is currently pursuing her Master's in Public Administration at Georgia State University (GSU) concurrent with her Peace Corps service as a Community HIV Outreach volunteer. Previously, she worked as a Public Finance Fellow with GSU's Center for State and Local Finance, and at the International City/County Management Association (ICMA) implementing international development programs focused on improving governance worldwide. Ms. Kuhn has assisted with the technical, financial, logistical and administrative management of ten programs and over 30 proposals worldwide. Ms. Kuhn also served part-time as a Public Relations Assistant at the Montgomery College Cultural Arts Center, which hosts multicultural programming for students and the wider community. She has traveled to South Africa, Afghanistan, Turkey, Greece, and Mexico and has studied French, Modern Standard Arabic and Mandarin Chinese. Ms. Kuhn holds a 4.0 GPA at GSU and graduated summa cum laude from Hiram College with a double-major in International Relations & Communication.

## WORK EXPERIENCE

### **Community HIV Outreach Volunteer**

*Peace Corps* South Africa Jan. 2017 – present

### **Public Finance Fellow**

*Center for State and Local Finance, GSU* Atlanta, GA Aug. 2015 – Dec. 2016

- Lead author of a comprehensive report on community improvement districts (CID) in Georgia, including a comparison to business improvement districts in five other southeastern states and a case study of five Georgia CIDs. Also the main author of a follow-on report that reviewed residential property inclusion and representation in 10 southeastern states' BID models.
- Evaluated North Carolina's state budgeting and financial practices for the previous three fiscal years.
- Assisted with the annual Georgia tax handbook and fiscal notes for the Georgia legislature.

### **Assistant Program Manager**

*International City/County Management (ICMA)* Washington, DC Apr. 2013 – Jul. 2015

- Managed a wide portfolio of programs, including:
  - IBTS-funded case study on shared services, acting as program manager
  - \$0.4M World Bank-funded project in Tajikistan conducting a study municipal service delivery and financing
  - Three DOS-funded projects ranging from \$0.6 to \$0.8M coordinating two-way professional fellow exchanges
  - \$5M USAID-funded program in Georgia improving waste management & recycling service delivery, including hands-on training and capacity building for local partner in financial management and reporting
- Managed \$14M USAID-funded program in Afghanistan to build national water & sanitation utility capacity, including:
  - Provided on-the-job training and capacity building for donor reports, financial management and English.
  - During an oversight trip, delivered a short, tailored presentation to local staff on improving reporting.
  - Developed a spreadsheet for survey data input and assisted field staff in writing a customer satisfaction report.
- Piloted, developed a guide, and designed and delivered training on new software for business development.
- Wrote and edited reports, as well as working with local staff to improve their capacity for donor report writing.
- Assisted with the development of several proposals, including managing consultants; developing and drafting capacity statements, proposed staff write-ups and CVs; editing technical pieces; and assisting with recruitment.
- Managed communications with association members interested in international opportunities.
- Maintained monthly budgets, monitored expenditures, and forecasted expenses with the field, including grants.
- As a member of a working group, developed several standardized tools for improved program management.

### **Part-time Public Relations Assistant**

*Montgomery College Cultural Arts Center* Silver Spring, MD Jul. 2011—Jun. 2015

- Designed engaging promotional materials for events representing a wide variety of cultures and artistic styles.

- Managed events and coordinated with diverse rental users and guest artists.

### **Democracy, Governance & Community Development Assistant / Proposal Coordinator**

*International Relief & Development*

Arlington, VA

Jun. 2011—Apr. 2013

- Assisted with the management of multiple programs worldwide, including three start-ups, in the areas of civil society empowerment, freedom of speech, human rights, and participatory governance.
- Tracked program achievements against approved workplans and budgets, monitored expenditures and subgrantees, and edited programmatic reports to donors.
- Trained and mentored new employees in program management and business development (BD) through creation of a past performance database, on-the-job technical assistance, and development of how-to guides.
- Wrote, edited, assisted and managed the research and development of over 20 proposals ranging from US\$1M to \$75M for various donors, including USAID, U.S. Department of State, the European Union, and World Bank.
- Assessed business landscape, corporate capabilities, and donor funding opportunities for BD priorities.
- Developed the workplan and two partner agreements during start-up for a USAID-funded project to build the capacity of women's groups in the Middle East.
- Developed and edited reports; reviewed and routed contracts, modifications, and agreements; and developed job descriptions and scopes of work for personnel and consultants.
- Coordinated and communicated with culturally diverse partners and staff to ensure effective collaboration.

### **EDUCATION**

**Georgia State University,**

Atlanta, GA

Aug. 2015-present

**Andrew Young School of Policy Studies, Masters in Public Administration**

*GPA:* 4.0

**Honors & Awards:** Public Finance Fellowship; won student group proposal competition

**Hiram College**

Hiram, OH

Aug. 2007-May 2011

B.A., International Relations & Communication received 5/2011

*GPA:* 3.94

**Honors:** Summa cum laude; Omicron Delta Kappa, leadership honors society; Lambda Pi Eta, communications honor society; Alpha Society, scholastic honors society; Emerging Student Leader award; Russell L. Caldwell Award for character, creativity & scholastic achievement; Terrier Award for athletic dedication & excellence.

### **Trainings**

Public Financial Management certification, Center for State and Local Finance

Sep. 2015-Dec. 2016

Assessing NGO Capacity, InsideNGO

Mar. 2015

USAID Federal Rules & Regulations: Grants & Cooperative Agreements, InsideNGO

Jun. 2014

Leading, Educating, and Developing (LEAD), University of Virginia

Apr. 2014

Project Management for Development Professionals (PMD Pro) Level 1, InsideNGO

May 2013

USAID Proposal Development, InsideNGO

Nov. 2012

Writing and Managing Winning Proposals, Fedmarket

Jul. 2012

Arabic 104, Middle East Institute

Jun.-Aug. 2011

### **OTHER LEADERSHIP EXPERIENCE**

**South Africa HIV/AIDS Volunteer**

Study Abroad, Hiram College

Dec. 2009

**Mexico Services Volunteer**

Mission Trip, Old North Church

July 2005

**Garfield Institute for Public Leadership Scholar**

Hiram College

Apr. 2008-May 2011

**U.S.-Arab Relations Intern**

Middle East Policy Council

Jun.-Aug. 2010

**Political Affairs & Communication Intern**

Ohio House of Representatives

May-Aug. 2009

**Career Center Assistant**

Hiram College

Oct. 2007-May 2011

**Teaching Assistant, Prof. Jon Moody**

Hiram College

Aug.-Nov. 2008

**Cross Country Co-Captain**

Hiram College Cross Country

Aug. 2010-May 2011

**Resident Assistant**

East Hall, Hiram College

Aug. 2010-May 2011