

ARIEL G. SCHWARTZ, PH.D.

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SUMMARY

Program manager with 14 years of experience pioneering and spearheading projects • Excellent interpersonal, verbal, writing, research, and analysis skills • Highly organized multi-tasker with keen eye for details • Adept at partnering with diverse stakeholders and creatively navigating challenges in dynamic workplaces

PROGRAM MANAGEMENT EXPERIENCE

Northwestern University

Evanston, IL

Associate Director, Research, Buffett Institute for Global Affairs

Dec. 2019-present

- Direct idea incubation research trajectory, managing and implementing process, from research group formation and project development to ongoing research group support
 - Cultivate interdisciplinary conversations about major global challenges (15 per academic year)
 - Produce and facilitate annual Idea Incubation Workshop sessions for research project development
 - Support cross-sector research teams, project design and execution for 3-5 groups annually
- Foster global studies research community through bimonthly public-facing webinars, monthly research conversations, and monthly graduate writing workshops
- Oversee 8 faculty and graduate student research grants, disseminating \$2 million annually
- Created new Global Impacts Graduate Fellowship Program, supporting 15-25 PhD students in professional advancement and career exploration through weekly programming

Senior Program Coordinator, Global Collaboration team

Jan. 2019-Nov. 2019

- Managed digital multi-lingual platform, facilitating monthly online forums about global issues and supporting 1,300 members from 29 countries
- Adopted, operated, and maximized CRM (Salesforce) to develop membership strategy, ultimately increasing platform membership by 25%

Senior Program Coordinator, Buffett Institute for Global Studies

March 2018 – Dec. 2018

Program Coordinator

April 2017 – Feb. 2018

- Designed, launched, and ran Distinguished Visitors Program, with an annual budget of \$500,000
 - Recruited and supported inaugural cohort of 3 senior-level global affairs practitioners and organized engagement programs opportunities for Northwestern community and public, including 7 large-scale events in partnership with 15 institutions across Northwestern and Chicago
- Directed Buffett Visiting Scholars, Postdoctoral Fellows, and Graduate Fellows programs
 - Oversaw postdoctoral fellow selection, including evaluation of 350 applicants for 3 positions
 - Streamlined onboarding and offboarding processes for 40 visiting scholars annually
- Created quarter-long writing workshop for 15 international scholars, resulting in 4 op-eds in global outlets
- Conducted program evaluations and provided summary reports for Institute and University leadership

Graduate Researcher, Department of Religious Studies

2011-2016

- Designed and managed original qualitative research projects on religion and violence, securing over \$25,000 in grants; conducting 8 months of on-site fieldwork in 3 U.S. cities; interviewing 72 community members; analyzing data; and presenting findings to ~200 people at national conferences and public talks
- Launched ongoing interdisciplinary graduate certification program and workshop in Global Politics & Religion, including facilitating monthly meetings of 10-15 participants and organizing guest lectures attended by 35-50 graduate and faculty researchers
- Chaired “Religion and the Natural Elements” conference, securing \$10,000 from 3 different funding sources, composing nationwide RFP, vetting proposals, and coordinating presentations by 30 students and

faculty for an audience of 100+ people

American Joint Distribution Committee

Mumbai, India

Community coordinator

2008-2009

- Devised and led 4 young adult and 4 adult education courses
- Created and facilitated leadership trainings and program implementation for ~50 teens and young adults

ADDITIONAL EXPERIENCE

IvyAchievement and freelance tutoring

Chicago, IL; New York, NY; and remote

College counseling and essay specialist

2008-present

- Mentor ~25 predominantly international high school students in college applications essay writing
- Edit and proofread Master's theses and PhD dissertations for content, grammatical, and syntactic issues

Lake Forest College and Northwestern University

Lake Forest, IL and Evanston, IL

Visiting lecturer

2015-2016

- Crafted curricula and lesson plans for undergraduate courses (Religion & Politics; Religion & Violence)
- Planned and delivered weekly lectures to 40+ students
- Guided 15 students in writing and revising papers and producing independent research projects

Northwestern University

Evanston, IL

Teaching assistant, Department of Religious Studies; School of Education and Social Policy

2011-2015

- Supervised more than 50 undergraduate students in research design and execution
- Supported 70+ undergraduate students in understanding course material and honing writing skills

EDUCATION

Northwestern University

Evanston, IL

Ph.D. in Religious Studies, certified in Global Politics & Religion

2016

M.A. in Religious Studies, with distinction

2013

Barnard College, Columbia University

New York, NY

B.A. in Religion and Gender Studies, *cum laude* with honors

2008

List College, Jewish Theological Seminary

New York, NY

B.A. in Hebrew Bible, *magna cum laude* with honors

2008

AWARDS

- Award for Outstanding Service, Institute for International Education 2018
- American Dissertation Fellowship, American Association of University Women 2015-2016
- Crown Fellowship, Northwestern University (declined) 2015-2016
- George Bond Graduate Award for Teaching, Northwestern University 2015
- Graduate Research Grant, Northwestern University 2014

COMPETENCIES

Languages: Spanish and Hebrew (reading, conversational), French (reading)

Software: Microsoft 365 (Outlook, Word, PowerPoint, Excel), SmartSheet, Basecamp, Salesforce, FilemakerPro, Mural, Google Analytics, SendGrid, JIRA, Scrivener, InCopy, Express Scribe, oTranscribe, Blackboard, Canvas