

AUDREY F. LEOUS

921 Myrtle St NE #107 Atlanta, GA 30309

ALeous@gmail.com

716.432.3375

EMPLOYMENT

CENTER FOR QUALITY GROWTH AND REGIONAL DEVELOPMENT (CQGRD), Atlanta GA

Research Scientist

12/2012 - Present

Administrative Professional Sr.

9/2012 - 12/2012

- Monitor performance measures of \$14M University Transportation Center (UTC) research program and develop quarterly and annual grant monitoring reports
- Serve as liaison between UTC staff, subcontracted investigators and university Office of Sponsored Programs staff, including coordination of research project reports, grant compliance monitoring, and promotion of technology transfer and workforce development initiatives
- Manage development of 2 new websites, monthly e-newsletter, marketing brochure, and marketing plan for newly established research center
- Coordinated closeout report of four year, \$7M transportation research program
- Conduct research and analysis for projects including development of Health Impact Assessment training program, Health Impact Assessment for regional comprehensive plan, and neighborhood-level quality of life and health analysis
- Review and edit research project proposals, presentations, academic literature, and reports related to quality growth, health impact assessment and regional transportation
- Organize office services and provide high level, specialized support to CQGRD Director

SCHOOL OF CITY & REGIONAL PLANNING (SCaRP), Atlanta, GA

6/2012 - 9/2012

Research Assistant

- Contributed to scholarly articles on public health, healthy food access, and community engagement, including the development of health and quality of life indexes to evaluate neighborhood conditions
- Analyzed qualitative results from City of Atlanta's 2011 Comprehensive Plan update survey on resident perception and priorities regarding quality of life and development
- Coordinated development of \$2M proposal for CDC Community Transformations Grant

METRO ATLANTA CHAMBER OF COMMERCE (MAC), Atlanta, GA

Environmental Policy Intern

6/2011 - 8/2011

Bioscience (Economic Development) Intern

2/2011 - 5/2011

- Prepared market research reports on local health IT, medical device and vaccine companies

U.S. GREEN BUILDING COUNCIL (USGBC), Washington, DC

Education Communications Coordinator

1/2009 - 7/2010

- Provided project management and staff training for new web-based educational technology for green building professionals, including course catalog, resources library and professional social network
- Coordinated outreach and marketing efforts to promote green building continuing education products to designers, engineers, building officials, and policy makers
- Researched best practices for social media and coordinated website usability studies

COMMUNITY FOUNDATION FOR GREATER BUFFALO (CFGB), Buffalo, NY

Donor Services Associate

12/2007 - 10/2008

Donor Services Administrator

11/2005 - 12/2007

- Provided assistance to donors regarding charitable account management and grant distribution
- Provided grant oversight for over 400 donor advised funds, scholarship funds, and program funds
- Organized and conducted new customer workshops, staff trainings, and regular committee meetings
- Coordinated communications to customers regarding account management, educational opportunities, and CFGB grantmaking and leadership initiatives
- Advanced environmental initiative by co-founding internal working group on office practices, planning regional 2007 Environmental Summit, and representing CFGB at local environmental conferences

EDUCATION	GEORGIA INSTITUTE OF TECHNOLOGY , Atlanta, GA <u>Master of City and Regional Planning (Environmental planning specialization)</u>	
	BUCKNELL UNIVERSITY , Lewisburg, PA <u>Bachelor of Arts in Environmental Studies</u>	
SKILLS	<ul style="list-style-type: none"> • Planning knowledge: environmental planning, public participation processes; negotiation/conflict management; real estate finance; land use management; quantitative and qualitative data analysis • Office of Sponsored Programs training: Budgeting, Budget Justification & Templates; Grants & Contracts Accounting; Post Award Issues • LEED Green Associate • Software: ArcGIS 9.3.1, Microsoft Office, HTML, Google Analytics, NVivo, SAP, SPSS 	
PRESENTATIONS & PUBLICATIONS	Botchwey, N., S. Lee, A. Leous, S. Guhathakurta. Expected 2014. "Neighborhood Quality of Life and Health in Atlanta." In: Etienne, Harley (Ed.), Planning Atlanta. Chicago: American Planning Association. "Quality of Life and Health Indexes in Atlanta."2012. Georgia Planning Association Fall Conference.	
HONORS & LEADERSHIP	School of City & Regional Planning Service Award , Georgia Tech, Atlanta, GA	2012
	STUDENT PLANNING ASSOCIATION (SPA) , Georgia Tech, Atlanta, GA <u>Executive Board Member</u> <u>Co-Chair, World Town Planning Day</u>	2011 – 2012 2011
	JUNIOR LEAGUE OF BUFFALO (JLB) , Buffalo NY <u>Chair, New Member Program</u> <u>Board Secretary</u> <u>Communications Task Force Member</u>	2008 2007-2008 2008