

Mikaela Kooiker

mikaela.kooiker@gmail.com

- Conversant in Spanish; some Mandarin Chinese, some Siswati
 - Experience working in collaborative networks and deriving results
 - 4 years managing community and social service projects
 - Highly organized; strong written and oral communication skills
 - Proficient in Windows and Macintosh operating systems, Excel, Word, Powerpoint, Outlook, Access, Visio, Project, SPSS
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EXPERIENCE

California Public Utilities Commission

San Francisco, CA

Graduate Internship (July '08 – present)

- Currently working on a team of five employees to streamline and automate purchasing processes to improve efficiency and integrate environmental purchasing goals
- Served on the Green Management Team in collaboration with the Environmental Sustainability Branch to craft strategies to reduce the environmental impact of CPUC operations
- Developed materials and trained 130 employees at 3 CPUC office locations on CPUC travel policies and procedures including, the state-wide online travel reimbursement system
- Designed and conducted a CPUC-wide (1000 employees) Information Technology survey (45% response rate); analyzed and reported results to the Chief Information Officer and staff to use for strategic planning

San Francisco State University, Public Administration

San Francisco, CA

Research Assistant (Jan '09 – present)

- Performed content and data analysis for an ethnographic research project examining methods to address San Francisco Unified School District's high teacher attrition levels
- Presented findings and recommendations in a research report to be published

Episcopal Community Services Shelters

San Francisco, CA

Assistant Social Services Manager (Feb '06 – May '07)

- Supervised 12-person case management staff, with responsibilities including scheduling, leading performance reviews, and hiring new staff
- Guided and motivated a caseload of 20 participants in self-directed goal setting and future planning sessions
- Elected as the Department of Public Health Change Agent to represent and motivate ECS staff to make changes towards greater integration of mental health and substance abuse services

United States Peace Corps

Swaziland

HIV Educator, Peace Corps Volunteer (Sept '03 – '05)

- Trained educators and team taught life-skills classes to equip youth with HIV risk avoidance skills and positive living strategies
 - Strengthened Peace Corps program as an elected member of the Volunteer Advisory Committee by collaborating with staff on program development
 - Facilitated weekly community discussions on HIV and literacy
 - Organized and directed a World Book Day celebration that focused on literacy and HIV awareness for over 800 people
 - Coordinated free mobile HIV testing services in rural community
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San Diego Port Authority

San Diego, CA

Intern, Environmental Services Division (Jun – Aug 2002)

- Collaborated with environmental groups and graphic designers to create brochures to promote environmental stewardship and educate citizens about storm drain pollution
- Monitored water quality in the San Diego Bay by collecting water samples bi-weekly
- Participated in community task force meetings about the environmental management of the San Diego Bay and watershed

EDUCATION

Masters Degree in Public Administration

May 2009

San Francisco State University, San Francisco, CA

Bachelor of Arts in International Political Economy, Minor in Spanish May 2003

University of Puget Sound, Tacoma, WA

Study abroad: Culture and Development

Aug - Dec 2001

School for International Training, Quito, Ecuador

HONORS & AWARDS

Pi Alpha Alpha Honor Society

2009

Robert Odell Scholar

Aug '08 – May '09

Kathryn W. Davis Scholar for Peace

Intensive Summer Chinese Language Program, Middlebury, VT

Jun – Aug '07

YFU Scholar

Youth for Understanding, Aichi, Japan

Jun – Aug '98