

# Leslie Riekenberg

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## EDUCATION:

### University of Nebraska-Lincoln

B.A. International Studies

Lincoln, NE

May 2011

Minors:

- African Studies, Conflict Resolution, Economics, History, and Political Science
- Rwanda (July 2009): Researched women's roles in post-conflict peace building

Study Abroad

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## RELEVANT WORK EXPERIENCE:

### Generation Rwanda

*Language Program Associate and Intern House Manager*

Kigali, Rwanda

January -December 2012

- Coordinated student schedules and designed weekly language courses for 150 university students
- Developed curriculum and implemented language trainings for spring, summer, and fall programs
- Created surveys, conducted evaluations, and analyzed data on the effectiveness of the program
- *Intern House Manager*: Managed the logistics and budget of a 5-person intern house and 2 local staff

### AmeriCorps-VISTA

*Summer Associate at Lincoln Public Schools*

Lincoln, NE

May-September 2011

- Compiled a summer curriculum and prepared school supplies for five grade levels and 20+ schools
- Assisted in coordinating a three day professional development seminar for TITLE I School teachers
- Organized before and after school learning programs for disadvantaged elementary school students

### Nebraska State Legislature

*Legislative Page*

Lincoln, NE

January 2010-May 2011

- Implemented a training program for 20 new employees, organized committee hearings, provided office support for State Senators, and sat in the discussion and creation of state laws

### Perry, Guthery, Haase & Gessford P.C., L.L.O.

*Administrative Assistant (Runner) at Private Law Firm*

Lincoln, NE

August 2009-May 2011

- Ensured the timely delivery of court-related documents, communicated and interacted with all clients, created and updated case files, provided administrative support to attorneys and paralegals

### Nebraska Appleseed

*Research Intern at Non-Profit Law Firm*

Lincoln, NE

May-August 2010

- Conducted research and drafted reports on legislative reform for health care and immigration
  - Assisted with public outreach projects and event coordination for immigration reform awareness
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## VOLUNTEER EXPERIENCE:

- **Lincoln Literacy Council** • Adult English Tutor • Lincoln, NE • January 2010-December 2011
- **MDA Omaha** • Temporary Volunteer Recruitment Coordinator • Omaha, NE • October 2011
- **Hudson Bay** • Canvasser for multiple fundraising campaigns • Lincoln, NE • May -August 2009
- **Pine Ridge Indian Reservation** • Children's Camp Leader • South Dakota • July 2007 and 2008
- **Omaha Children's Hospital** • Volunteer 1-2 year old floor • Omaha, NE • January-December 2007

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## HONORS AND AWARDS:

- **Grant** • Received grant funding to work in Rwanda • January-December 2012 **Christianson**
  - Received grant funding to work in Rwanda • January-December 2012 **JJCF Grant**
  - **AmeriCorps Education Award** • Scholarship for volunteer services • August 2011 **Segal**
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## SKILLS:

- Languages: French (working proficiency), Kinyarwanda (conversational), Kiswahili (introductory)
- Technical: Microsoft Office (Word, Excel, PowerPoint), Social Media (Facebook, Twitter, Tumblr)
- Trainings: Trauma Training (Karuna Project), ESL Teaching Certification (Lincoln Literacy Council)