

# McLane Harrington

## EDUCATION

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**The Fletcher School of Law and Diplomacy, Tufts University** **Medford, MA**  
Master of Arts in Law and Diplomacy May 2020

**Lewis & Clark College** **Portland, OR**  
Bachelor of Arts in International Affairs and Music (Flute Performance) May 2015

- Magna Cum Laude
- Leadership and Service Scholarship and Helen Maguire Memorial Scholarship for music

## PROFESSIONAL EXPERIENCE

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**ALL CLASSICAL PORTLAND** **Portland, OR**

*(Non-profit radio station providing music and cultural services to members of the Portland, SW Washington, and global communities)*

**Office Manager** 2017 - 2018

- Advanced to newly-formed Office Manager position after one year as Executive Assistant in recognition of success and achievements in previous role
- Oversaw three critical staff changes and covered all human resources responsibilities in interim period before hiring a new HR manager such as executing benefits open-enrollment for 22 employees
- Maintained consistent and high-caliber professionalism through regular interaction with confidential information and correspondence with varying stakeholders
- Supplemented CEO and management efforts in devising and administering three new community engagement initiatives in 2018 including a fundraiser partnership with The Oregon Foodbank

**Executive Assistant** 2015 - 2017

- Prepared materials for all management meetings and quarterly Board meetings including collecting listener and financial data, creating graphs and charts, and compiling staff reports
- Drafted and produced letters and memos on behalf of organization and CEO, and managed the CEO calendar
- Supervised coordination of nearly 100 weekly live music broadcasts through managing website postings, sign-ups for audience members, set-up and tear-down, photography, and performer contracts

**MERCY CORPS** **Portland, OR**

**Volunteer** 2017 - 2018

- Represented organization at several large public fundraising events and in donor thank you call campaign

**WORLD AFFAIRS COUNCIL** **Portland, OR**

**Volunteer** 2016 - 2018

- Supported staff regularly as ticket-taker and event support at Speaker Series events and lectures

**THE MAYOR'S FUND FOR YOUNG MUSICIANS** **London, UK**

**Information Intern** Spring 2014

- Researched profiles of 80 young musicians to provide details for the Fund's 2014 Impact Report and attended Trustee meetings to share findings and discuss ideas for projects

## RESEARCH

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- All Classical Portland - Beyond the Music Blog, multiple contributions
- Lewis & Clark College Honors IA Thesis: "To File or Not to File? Developing Country Dispute-Filing in the WTO", May 2015

## ADDITIONAL INFORMATION

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- Co-Editor in Chief, PRAXIS, The Fletcher Journal of Human Security, 2018 - present
- Reviewer and editor for two articles published by Dr. Elizabeth Bennett, Lewis & Clark College, 2015
- Language: Intermediate French
- Interests: painting, reading, dogs, cooking