

RANA BANERJEE

(Legal Name: Arnab Banerjee)

Synchronous Learning Coordinator, Academy of Art University, San Francisco, CA, Jan 2012 – Present

- Coordinate, facilitate, and troubleshoot live online graduate reviews and faculty/student meetings
- Train and support faculty, staff, and students in the use and administration of online meetings
- Set up computers and video at offsite events and provide technical support
- Manage the uploading and organization of online meeting assets, i.e., images, slide shows, video, and audio content
- Assist in the customization, marketing, and follow-up of online events, and in the administration and oversight of online learning content

Membership Support Consultant, OpenCourseWare Consortium, Cambridge, MA, Jul 2009 – Mar 2010

- Served as first point of contact for consortium members and produced an informational guide for new member organizations on how to begin an OpenCourseWare project and participate in consortium activities
- Addressed backlog of over 60 pending membership applications by conducting follow-up interviews and performing due diligence on applicants.
- Introduced membership to new yearly membership fees and developed and documented process for fee collection and waivers. Assisted with the development and testing of online fee payment system
- Helped interview and train permanent membership support staff

Publication Manager, Massachusetts Institute of Technology OpenCourseWare: Highlights for High School, Cambridge, MA, Jan 2008 – Jul 2009

- Directed the development and expansion of the [Highlights for High School](#) initiative. Managed online course publication projects by leading cross functional teams of direct reports, vendors, overseas contractors, and subject matter experts
- Led new client acquisition and managed client experience. Created/managed budgets (~\$300,000 annually) and project schedules
- Researched funding opportunities and wrote grants to support both general operations and special initiatives
- Managed all aspects of relationship with contracted overseas production team, including budget and contract negotiations, QA, and evaluation
- Designed and implemented a new low-cost video production process for Highlights for High School, resulting in savings of 70% over the previous method, and allowing for a rapid expansion of video content

Research Analyst, MIT OpenCourseWare: Highlights for High School, Cambridge, MA Mar 2006 - Dec 2007

- Researched open educational resources and educational technology. Conducted interviews and focus groups with over 200 teachers, students, administrators, and policy makers to prepare report outlining MIT's potential role in secondary STEM education
- Co-designed the Highlights for High School resource. Assisted in the design of user interface and conducted usability testing with target audience of teachers and students
- Supervised team of 40 high school and 6-7 undergraduate students in reviewing and organizing material for publication
- Published courses for MIT OpenCourseWare by collecting course materials from MIT faculty, editing for publication, then building course web sites using a custom content management system (examples: [1](#), [2](#), and [3](#))

Contracts Administrator, Biogen Idec Inc., Cambridge, MA, Oct 2005 – Jan 2006

- Responsible for the renewal of nearly two million dollars of research informatics software and maintenance contracts
- Maintained, updated, and rationalized contract database. Maximized value for scientists while reducing company outlay by identifying and eliminating redundant licenses. Negotiated with software vendors to reduce company expenditure

Program Assistant, Endangered Species Program, Forest Guardians, Santa Fe, NM, Feb 2003 - Dec 2004

- Researched and wrote an [Endangered Species Act listing petition](#) for the Columbian Sharp-tailed Grouse, forming the basis of Forest Guardians' efforts to have the subspecies listed as threatened under the ESA. Formed and led coalition of regional environmental groups and individuals to advocate for protection
- Expanded Forest Guardians' Species Database Project by conducting research on flora in support of endangered species protection efforts. Aided in the planning and execution of multiple Forest Guardians member events.

Education

Carleton College, Northfield, Minnesota

- Final GPA: 3.14. Major in Political Science, with a focus on environmental science and policy. Relevant coursework: American Environmental Policy, International Environmental Policy, Political Economy, Macroeconomics, Advanced Statistics, Biology, Environmental Chemistry, Ecosystem Ecology, Calculus II
- Completed honors senior research thesis, utilizing the framework of regime theory to analyze the effectiveness of international environmental policy in the Great Lakes region

Skills

Communication/Writing

- **Writing:** experienced writer of grant proposals, research reports, business communication, process documentation, presentations, and training modules
- **Web publishing:** copyediting for the web (including technical content), copywriting, layout, copyright clearance, digital asset management
- **Media:** assisted with a successful media campaign for MIT OpenCourseWare's Highlights for High School, resulting in favorable coverage appearing in media including the [NYTimes](#), [CNET](#), [Education Week](#), and [Edutopia](#). Led an effective media campaign for Forest Guardians' Columbian Sharp-tailed Grouse listing project, resulting in favorable coverage appearing in over 100 media outlets nationwide (examples: [1](#) and [2](#))
- **Public Speaking:** have represented organizations and initiatives to experts and the public in settings such as government agency hearings, conferences, and workshops

Technical

- Proficient with Microsoft Word, Excel, PowerPoint, Project, Outlook, and Access; Filemaker; CiviCRM; Adobe Photoshop, Lightroom, Premiere Pro, and Acrobat; and content management systems including Microsoft SharePoint, Wordpress, Joomla, and Drupal
- Familiar with ESRI ArcGIS products; Adobe Illustrator and Dreamweaver; Microsoft Visio; HTML/CSS; and Final Cut Pro

Media Production

- Digital video production: experience doing camera work, recording audio for video, editing video, and publishing video to the web
- Extensive work with multiple photographic formats and techniques, including color and black and white film development and fine art printing. Experience with digital imaging and digital archival inkjet printing. Images have been published in print and on the web in support of scientific journal articles, university initiatives, non-profit organizations, travel publications, and galleries (www.ranabanerjee.org)