

KIRA DAHLK
1340 Lincoln Avenue
St. Paul, MN, 55105

PROFESSIONAL EXPERIENCE

SENIOR ASSOCIATE, LUKEWORKS, LLC, 2007-PRESENT. Engages in policy analysis and development with national, state and local partners on topics related to workforce development, education, and poverty. Responsibilities include meeting facilitation, conducting research, preparing reports, and grant writing.

SENIOR ASSOCIATE, CENTER ON WISCONSIN STRATEGY, 2003-2007. Conducted research and outreach on education and job training, workforce and economic development systems, and labor market trends. Engaged in strategic planning with state and local stakeholders to make workforce and economic development programs more efficient, more accountable, and better aligned. Wrote grant proposals and managed ongoing grant reporting. Supervised graduate students assisting on projects.

DIRECTOR, JOBS WITH A FUTURE PROJECT, CENTER ON WISCONSIN STRATEGY, 2004-2006. Ran a partnership of local employers, educators, workforce development professionals, and community groups working to improve skills training for low-income workers. Facilitated quarterly partnership meetings, worked with employers and technical college staff to create “career pathways” in leading local industries, designed and analyzed surveys of local employers’ retention practices, occupational needs, and skills gaps.

DIRECTOR OF PUBLIC POLICY, COALITION ON HUMAN NEEDS, 2001-2003. Lobbied congressional staff on issues affecting low-income people, led bimonthly meetings for representatives from 80 member organizations, wrote and edited legislative newsletter, ran email listservs for national and state/local anti-poverty groups, organized briefings for advocates and congressional staff, supervised policy staff, maintained organization website.

SENIOR LEGISLATIVE AIDE, U.S. REPRESENTATIVE TOM BARRETT (D-WI), 2000-01. Responsible for policy research and advising on welfare, social services, reproductive rights, environment, energy, and transportation issues. Supervised legislative aides, prepared policy briefs for legislative hearings and mark-ups, developed legislation and oversight initiatives, monitored budgetary activities, served as liaison to community and interest groups.

LEGISLATIVE AIDE, U.S. REPRESENTATIVE TOM BARRETT (D-WI), 1996-2000. Responsible for policy research and advising on welfare, social services, environment, energy, and transportation issues. Prepared policy briefs for legislative hearings and mark-ups, developed legislation, monitored budgetary activities, served as liaison to community and interest groups, supervised interns, corresponded with constituents.

EDUCATION

M.A. SOCIOLOGY, AMERICAN UNIVERSITY, MAY 2001.

Honors: Grade of Distinction, Research Methodology Comprehensive Examination;
D.C. Sociological Society’s Irene Taeuber Award for Best Graduate Student Paper.

HUBERT H. HUMPHREY INSTITUTE OF PUBLIC AFFAIRS, 1995-1996.

M.P.A. candidate, poverty and social policy concentration.

B.A. HISTORY AND URBAN STUDIES, MACALESTER COLLEGE, MAY 1991.

Honors: *magna cum laude*, Phi Beta Kappa

VOLUNTEER WORK & INTERNSHIPS

ADULT BASIC EDUCATION TEACHER, RONDO COMMUNITY LIBRARY, ST. PAUL, MN, 2009-2012. Taught reading and social studies to adults working to get their GEDs.

MENTOR, HIGHER ACHIEVEMENT PROGRAM, WASHINGTON, DC, 2001. Tutored and counseled 5th-9th grade students from local schools.

INTERN, THE LEAGUE OF WOMEN VOTERS, MINNEAPOLIS, MN, 1995-96. Coordinated Observer Corps Program, gave public presentations on local politics, recruited and trained volunteers, prepared press releases on city government.

VOLUNTEER, RIO GRANDE BORDER WITNESS PROGRAM, BROWNSVILLE, TX, 1995. Documented working conditions in *maquiladoras*, health hazards in *colonias*, and other effects of NAFTA along US/Mexico border.

INTERN, STATE ASSEMBLYWOMAN ROSEMARY POTTER, MILWAUKEE, WI, 1994. Researched health care reform, drafted proposal for paid family leave.

INTERN, EASTSIDE HOUSING ACTION COALITION, MILWAUKEE, WI, 1993. Organized community members to lobby local officials for social and economic justice.

VOLUNTEER, SOJOURNER TRUTH HOUSE SHELTER, MILWAUKEE, WI, 1992-93. Administered crisis counseling to battered women, conducted entry and exit interviews.

CONTACT AND REFERENCES

PHONE: 651/207-5876 (home) or 608/772-0499 (cell)

EMAIL: kira@lukeworks.net

REFERENCES: Available on request