

# Tessa Venell

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Date of Birth: October 7, 1984  
Citizenship: United States  
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## Education

- B.S. Brandeis University, International and Global Studies, 2008
- Honors: Cum laude

## Academic Experience

*Brandeis University, Waltham, MA, USA*

- Assistant Copy Editor, *The Justice*, 2004-2007
- Layout and Design Assistant, *The Louis Lunatic*: Brandeis' Sports Magazine, 2004-2005
- Academic Tutor, 2006

## Professional Experience

*Research Administrator, Office of the Vice Provost for Research, Brandeis University, June 2016-Current*

- Handles research-related matters for the university, deciding which to address on my authority and which to refer to the VPR.
- Independently gathers data and analyzes research trends and funding opportunities at the state, national, and international levels, from government, foundation, and private sources.
- Directs opportunities to appropriate members of Brandeis community and helps them organize and prepare proposals. Collaborates with professional staff who work on such matters.
- Manages calendar, communication, meetings, and travel for the vice provost.
- Manages performance and accounts for grants disbursed by the provost's office; exercises independent judgment and authority to inform grant recipients (faculty and staff) about appropriateness of expenditures and funding requests. Handles sensitive and confidential information, such as faculty salaries and proposal outcomes. Organizes the review process and synthesizes evaluations.
- Designs and organizes events that advance research, scholarship, and creative activities.
- Takes initiative to summarize and communicate through various media (including social media) Brandeis accomplishments to audiences on campus and off, through written material and through organized events. Collaborates with other communication professionals.
- Develop and manage the Research website.

*Grant Writer, MAB Community Services, 2012-2016*

- Developed and Managed grants calendar in Excel for Grants and Corporate relations department. Increased number of grants submitted annually by 100%.
- Developed and Managed interdepartmental grant reporting calendar in Excel. Worked with department leaders to ensure accurate reporting. Worked with Grant Manager to ensure timely reports that comply with funder requirements.
- Coordinated with program officers to ensure accurate presentation of program needs for new proposals for funding.
- Drafted grant proposals for submission to support MAB programs.
- Reviewed proposals to ensure compliance with funder guidelines.

*Harvard University Ash Center, Kennedy School of Government, 2011*

- Performed a variety of complex administrative/support duties to coordinate the activities and procedures of the academic program of the Ford Foundation Professor of Democracy and Citizenship.
- Coordinated between the Law School and Kennedy Schools at Harvard to compile course readings for a jointly-listed course.

*Harvard University, the China Energy and Environment Conference, 2011*

- Researched the field of professionals working in China's environmental field to develop a panel presentation at the conference.

- Coordinated between faculty and fellow panelists and an academic moderator to formulate topics for panel discussion.
- Contacted potential panelists to ensure their availability and involvement in the *China Energy and Environment Conference* at Harvard on April 9, 2011.

*PBS International, Boston, 2009-2011*

- Conducted research and compiled a database detailing the PBS International buyer market, helping international sales team to identify new buyers.
- Developed a system in Excel to track royalties due for international contracts. Managed the PBS International royalties tracking system and followed up by billing clients against their contracts. Increased revenue from royalties 50% through improved tracking and compliance.☐
- Edited the PBS International film catalogue, simplifying and streamlining the sales process for the international sales team.

## Works in Progress

### Writer

- Working to develop a story about my recovery from a brain injury that I sustained in 2006, in order to increase awareness of the potential for recovery from this injury.
- Annual speaker at Emerson and Boston University.
- Working with an editor from the Healthcare Magazine *HC Pro*, conducting interviews with my former medical staff at Braintree Rehabilitation Hospital, Portsmouth Regional Hospital, and with my support system about their experiences during my brain injury recovery.
- Published pieces:
  - *A Small Miracle*, *Brandeis Magazine*, Evan Sweeney, 2011
  - *Forgotten, but hardly lost*, *Brandeis Hoot*, Chrissy Callahan, 2008
  - *Family First*, Toms of Maine video short
  - *Then and Now*, 2015 video short

### Producer

#### *The Green Reason: Beijing's Emerging Environmental Movement*, 2008-2009

- Received grant funding in 2008 to shoot a documentary in Beijing about the way that environmentalism is developing in China, examining the way that environmental education is stressed in Chinese schools and exploring the possibilities of the Chinese environmental movement .
- Shot the Green Reason film in Beijing, China in August 2008.
- Managed the development of the project's website and was responsible for all updates in order to coordinate press and screenings. Screened the Green Reason at WorldBoston, Brandeis University, and Harvard University.
- Link to the Green Reason website: [www.thegreenreason.com](http://www.thegreenreason.com)

## Invited Speaker

- New England Regional Annual Summit: *Jane Goodall Institute*, panelist, 2009
- MAB Community Services' Annual Gala, speaker, 2010
- Harvard University: The Green Reason Screening and Production Notes, 2010
- Boston University School of Medicine, speaker, 2010
- Brandeis University: The Green Reason Screening and Production Notes, 2013
- Emerson College: Cognitive Communication Disorders, speaker, 2009-2016
- Boston University College of Health and Rehabilitation Science, speaker, 2010-2016
- Tufts University: Student Occupational Therapy Association, 2015
- Emerson College: Survey of Language Disorders, speaker, 2015

## Professional Membership

- *Social Participation and Navigation* Advisory Board, Boston School of Occupational Therapy, Tufts University