

# DANA LEAVY-DETRICK

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Inclusion programming  
for higher education and  
corporate sectors.



Experience leading  
teams and projects.



Strategic and  
innovative thinker



Budget  
Management

## TIMELINE

2008 - 2009

Intern  
United Nations

2009 - 2010

Seminar Instructor  
Diversity & Social  
Responsibility  
Boston University

2011- PRESENT

Manager of  
Multicultural Programs  
Boston University

## SKILLS

Diversity & Inclusion

Cross-Cultural Competency

Program Development

Entrepreneurship

Program Management

Team Leadership

## EDUCATION

Bachelor of Science,  
Business Management  
Boston University

Master of Science,  
Management w/Global  
Entrepreneurship Concentration  
Boston University



Active Volunteer  
Dress for Success  
Freelancers Union  
UNICEF



Changemaker Award  
Boston University Institute  
for Social Innovation

# Dana Leavy-Detrick

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## Summary

01



Diversity and inclusion programming for higher education and corporate sectors



Experience leading teams and projects



Strategic and innovative thinker



Budget Management

## Skills

02

Program Development

Program Management

Diversity & Inclusion

Entrepreneurship

Team Leadership

Cross-Cultural Competency

## Work History

03

2008 - 2009

2009 - 2010

2011- PRESENT

### Intern

United Nations

### Seminar Instructor, Diversity & Social Responsibility

Boston University

### Manager of

### Multicultural Programs

Boston University

## Education

04

## Doing Good

05



### BACHELOR OF SCIENCE

Business Management  
Boston University



### MASTER OF SCIENCE IN MANAGEMENT

w/Global Entrepreneurship Concentration  
Boston University



### ACTIVE VOLUNTEER

Dress for Success  
Freelancers Union  
UNICEF



### CHANGEMAKER AWARD

Boston University Institute  
for Social Innovation

# DANA LEAVY-DETRICK

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[COMPANY NAME]

Re: [JOB TITLE]

January 17, 2016

Dear Hiring Manager,

With nearly a decade of expertise in the design and implementation of diversity and inclusion programs, including 5 years in a professional capacity as the Manager of Multicultural Programs for Boston University, I am confident that I can bring tangible value to the [JOB TITLE] position with [COMPANY NAME].

My work over the past 5 years has focused on building out a structured, student-centric diversity and inclusion platform that serves over 3000 undergraduate students across the Boston University community. When I came into this newly-formed role in 2010, we had little more than a broad, ambiguous scope. With very limited resources, I was able to define and and translate specific goals using a design methodology, into what has become a robust and rapidly evolving program supporting the needs of multicultural and underrepresented populations throughout the university. This includes a number of education, training, and cultural events and platforms that continue to bring together students, faculty, administrators, businesses, and alumni under a unified mission of moving the university forward as an innovator in the field of diversity and inclusion.

During my tenure as Manager of Multicultural Programs, I designed and introduced new leadership processes for 16 different campus communities and groups, created relationships with alumni and organizations to encourage job opportunities, and provided coaching and development to a group of 60 diverse scholars, all with an emphasis of strengthening the dialog around diversity best practices. Additionally, I continue to serve as co-chair of the college diversity council to organization and promote key events within the community, and work closely with our Chief Diversity Officer to create cohesion among the different campus offices and bring awareness to our programs.

My educational background includes a master's degree in management and global entrepreneurship, complimented by undergraduate studies in business management – both from Boston University. In evaluating the requirements of the position, I'm confident that I can bring to the table:

- Demonstrated success developing and initiating innovative diversity and inclusion programs within the educational and business environments.
- Strong team and project leadership skills, paired with the ability to create synergy around around a vision or mission.
- Proven ability to facilitate critical dialog championing new resources and support programs for multicultural populations.

I welcome the opportunity to discuss my qualifications and the requirements of the role in more depth, and I look forward to your response. Thank you in advance for your consideration.

Respectfully,

Dana Leavy-Detrick

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Combines 5+ years of expertise conceptualizing, designing, and implementing programming that champions diversity and inclusion within the education and business environments. Recognized as an innovative manager, entrepreneur, and change agent capable of repositioning organizations as innovators within the diversity landscape. Successfully leads interdisciplinary teams under a unified vision, transforming innovative ideas into concrete strategies and opportunities. Facilitates productive dialogue around diversity and inclusion relevant to today's evolving issues. Brings a broad cultural exposure gained from extensive international travel within Europe, Asia, Africa, and Central America. Areas of expertise include:

Diversity & Inclusion Programming | Strategy & Innovation | Global Outlook & Cross-Cultural Competency  
Internal & External Communications | Team Leadership & Training | Problem Solving & Design Thinking  
Event Coordination | Social Intelligence | Brainstorming & Prototyping | Budget Management | Presenting

## EXPERIENCE

**Manager, Multicultural Programs | BOSTON UNIVERSITY** Jan 2011 – Present

Advocates for the needs of multicultural student populations by developing and executing campus-wide diversity and inclusion programs in partnership with university departments, clubs, and administrators. Utilized a design methodology to produce numerous education, training, and cultural events from concept through implementation. Promoted to manager within 1 year.

- Works closely with the Chief Diversity Officer to connect different campus offices under the larger diversity council, and propose solutions and resources to support underrepresented populations within the university.
- Designed and introduced new leadership processes for 16 campus communities, with the goal of centralizing diversity programs and creating an ongoing dialogue across the larger university community.
- Cultivates relationships with alumni and organizations to encourage job opportunities for group members.
- Delivers coaching and development programs to a cohort of 60 diverse scholars.
- Leads all facets of the service and experience design process – including ideation, research, synthesis, and implementation.
- Ensures campus policies, processes, and approaches remain aligned with mission.
- Serves as co-chair of the college diversity council and other to secure event speakers and facilitate alumni conferences.

**Seminar Instructor – Diversity & Social Responsibility | BOSTON UNIVERSITY** Oct 2009 – Dec 2010

Delivered a foundation curriculum emphasizing areas such as diversity and global competency, social responsibility, academic affairs, and health and wellness to 20 Women's Leadership Scholars.

**Intern | UNITED NATIONS** Dec 2008 – June 2009

Supported the United Nations Diversity Committee in communicating and engaging with racial and ethnic communities, and improving census operations. Evaluated survey and data collection methods for more cost-efficient ways of increasing participation, while reducing undercount of hard to enumerate populations.

**Instructor – South Africa Joint Management Consultant Experience | ASPYRE HOPE** June 2008 – Sept 2008

Instructed high school students in South Africa during a 3-week entrepreneurship study program, which included visits to key cultural, political, and historical sites.

## EDUCATION

**MS, Management, Global Entrepreneurship Concentration | BOSTON UNIVERSITY** 2009

**BS, Business Management | BABSON COLLEGE** 2008

**Global Entrepreneurship Certificate | ÉCOLE DE MANAGEMENT DE LYON** 2011

## MEMBERSHIPS & AFFILIATIONS

Member, Sustained Campus Dialogue Network | National Conference on Race & Ethnicity in Higher Education

Changemaker Award, Boston University Institute for Social Innovation (2009)

Completed Anti-Defamation League's "A Campus of Difference" Anti-Bias Train the Trainer program

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**Dana Leavy-Detrick** is the Manager of Multicultural Programs for Boston University, and brings nearly a decade of expertise in the design and implementation of diversity and inclusion programs at the higher education and community levels. Over the course of her 5-year tenure with the university, she has successfully championed, conceptualized, and executed a number of programs serving BU's multinational community, while positioning the college as an innovator in the field of diversity and inclusion.

Dana holds master's and undergraduate degrees in business management from BU, and completed a certificate program in global entrepreneurship with the Ecole de Management de Lyon in France.

Through her work and affiliations, she has positioned herself as a diversity leader on campus by bringing attention and support to needs of multicultural student populations. Her extensive training in global entrepreneurship and management has provided her with the tools to be a team leader, to turn ideas into actions and ethical business solutions, and represent diverse global perspectives.

After receiving her graduate degree in 2009, Dana was recruited as BU's first Manager of Multicultural Programming. With limited resources, she utilized cutting-edge design methodologies to transform a broad project scope into a structured, and rapidly-evolving diversity and inclusion platform serving over 3000 undergraduate students and campus communities. Over the past 5 years, she initiated numerous successful educational, training, and cultural events, and worked with multiple campus groups to introduce new leadership processes supporting an ongoing dialog around diversity best practices.

Dana is the co-chair of the college diversity council in charge of organizing and promoting multicultural events within the greater college community. Additionally, she served as a seminar instructor for 3 years, creating a foundational curriculum for first-year students and Women's Leadership Scholars examining topics in diversity, global competency, and social responsibility. While completing her undergraduate studies, and traveled to South Africa as part of BU's Joint Management Consultant Experience to lead a 3-week entrepreneurship study program for high school students.

Prior to her role as Manager of Multicultural Programs, Dana interned with the United Nations, supporting the National Advisory Committee in efforts to communicate with and engage the participation of ethnic communities.

Dana is an active member of the Sustained Campus Dialog Network, and a participant in the National Conference on Race and Ethnicity in Higher Education. She completed the "A Campus of Difference" Train the Trainer program in partnership with the Anti-Defamation League. In 2011, she was awarded the prestigious Changemaker Award by Boston University's Institute for Social Innovation, recognizing courageous action and commitment to creating positive change. She is currently based in Cambridge, Massachusetts.

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## MEDIUM BIO

Dana Leavy-Detrick brings over 5 years of expertise conceptualizing, designing, and implementing diversity programming within the education and business environments, utilizing a combination of entrepreneurial thought and design thinking to generate support and awareness for community and campus-wide initiatives.

Having received her bachelor's degree from Boston University in 2008, Dana has developed a strong command of entrepreneurship and management balanced with the liberal arts. She continued to increase her knowledge of entrepreneurship and multiculturalism her Master's program with the School of Management at Boston University and the inaugural Global Entrepreneurship Program. Here, she studied at Aspyre Business School and Zhejiang University with 75 other students from all over the world, consulting on 3 projects and travelling throughout Europe and Asia.

Through her work and affiliations, she has positioned herself as a leader on campus around diversity and inclusion, managing multiple successful consulting projects, and bringing attention and support to diversity programming and the needs of multicultural student populations. Her extensive training in global entrepreneurship and management has provided her with the tools to be a team leader, to turn ideas into actions and ethical business solutions, and communicate effectively while understanding diverse global and multicultural perspectives.

## SHORT BIO

Dana Leavy-Detrick is a graduate of Boston University's master's program in business management and global entrepreneurship, and brings a decade of expertise in the design and implementation of diversity programming and education. As BU's Manager of Multicultural Programming, she has played an integral role in elevating the organization's profile as innovators in the field of diversity and inclusion, while positioning herself as a thought leader and changemaker within the community. A passionate champion for the needs of the multicultural student population, she serves as co-chair of the college diversity council to promote programming and events campus-wide. In 2011, she was awarded the prestigious Changemaker Award from BU's Aspyre Institute for social innovation, recognizing commitment to driving positive change.