

Elizabeth Kostina

elizabethkostina.com ■ elizakostin@gmail.com ■ linkedin.com/in/elikosti

WORK EXPERIENCE

Policy and Communications Intern, ACLU-DC

ACLU-DC, <https://www.acludc.org/en>, Remote

09/2020 - 11/2020

- Performed day-to-day administrative duties as assigned by the policy and communications teams.
- Assisted with the planning and implementation of coalition meetings.
 - Conducted research about local ANC's to support coalition work.
 - Coalitions supported include CBA, COS-DC, ICE out of DC.
- Scheduled meetings, created meeting agendas, shared invites and agendas with coalition members, took meeting notes.
 - Facilitated outreach to community organizations and locals to schedule workshops and share surveys.
 - Compiled survey data and created spreadsheets for ease of access.

Assistant Editor-in-Chief, Fellow, The Centre for Conscious Design

The Centre for Conscious Design, <https://theccd.org>, Remote

02/2020 - Present

- Assistant EIC of the 2020 Conscious Cities Anthology (CCA) and the journal of Science Informed Design (SIDE).
 - Delegated and administered the team of SIDE reviewers, ensuring all deadlines were met in a timely manner.
 - Supervised CCA submissions, coordinated submission acceptances and rejections, produced several stages of thorough editorial feedback, maintained consistent and thorough communication with authors to ensure all publication and draft deadlines were met.
- Composed original content for the Design for Equity and Thought Playground domains.
- Conducted extensive research for essays which explored the role of architecture in the human-space relation, especially as pertaining to inequity in design as based on identity.
- Initiated the Design for Equity research series and methodology
- Co-organized the Conscious NYC Festival. Assisted with research and outreach to potential speakers and partners.

Human Metrics Lab Intern, Hume

Hume, <https://hume.space/>, Remote

05/2020 - Present

- Performed broad and rigorous research on the relationship between neuroscience, architecture, sociocultural backgrounds for relevant project case studies.
- Summarized thematic scientific and sociocultural research into easily understandable spatial metrics.
 - Integrated summarized research insights into proposals, design intent reports and project briefings for clients; assisted with client workshop development by incorporating scientific insights.
 - Project clients include Google, Saudi Post, and Urban Thinkscapes.

Events Manager / Fellowship Program Director, Love to All Project

Love To All Project, <https://www.lovetoallproject.com>, Remote

01/2019 - Present

- Launched the pilot of the LTA Fellowship Program which connects emerging artists with industry mentors.
- Organized inspirational and educational virtual events with panelists, made available for the broader community.
- Coordinated all event details; confirmed and conducted outreach to panelists, oversaw timely graphics production and social media posting, composed questions, moderated panel discussion, and ensured consistent and thorough communication between speakers.
- Managed development of educational programs for schools, overseeing quality and content of material production.

Primary License Holder and co-organizer, TEDxBU

Boston University, <https://www.tedx-bostonuniversity.com>, Boston, MA

07/2020 - Present

- Co-organized the TEDxBU 2020 remote event as the license holder.
- Conducted outreach to speakers and revised talk submissions.
- Performed all video editing required to run virtual event.
- Observed and enacted licensing agreement terms and conditions.

TEDxPhillipsExeterAcademy, Primary License Holder and Organizer

Phillips Exeter Academy, Exeter, NH

09/2017 - 05/2020

- Organized TEDx event.
- Managed TEDxPEA team, coordinated and directed rehearsals, room bookings, social media posts, graphic designs, and communicated with SAO to ensure all deadlines were met.
- Observed licensing agreement terms and conditions during and before the event
- Trained team members on event filming and editing etiquette and techniques.

Intern

Identity Media Inc., <https://identityvid.com>, New York, New York

06/2019 - 07/2019

- Performed administrative duties such as answering phones, creating a video drive organizational system, transporting video drives to coloring/editing houses, preparing for client meetings, accounting with post-show receipts.

EDUCATION

Boston University. 2021-2024 (expected graduation).
Bachelor's Degree, Film and Television, Architectural Studies.

LANGUAGES

Russian: Native Speaker, fluent.
French: Intermediate or working proficiency.

Phillips Exeter Academy. 2017 - 2020
High Honors, English Diploma.