

Contact

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Top Skills

Survey Research

Policy Analysis

Strategic Communications

Languages

Spanish

Publications

Understanding Private Retail Drug Outlet Dispenser Knowledge and Practices in Tuberculosis Care in Tanzania

Isabelle James

Senior Advisor to the Administrator at U.S. Small Business Administration

Washington, District of Columbia, United States

Experience

U.S. Small Business Administration

2 years 8 months

Senior Advisor

August 2022 - Present (1 year 3 months)

Washington, DC

Special Advisor

March 2021 - July 2022 (1 year 5 months)

Washington, DC

Biden-Harris Transition Team

Member, Small Business Administration Agency Review Team

November 2020 - January 2021 (3 months)

Washington, District of Columbia, United States

Biden for President

Deputy State Director & Chief of Staff, NH

July 2020 - November 2020 (5 months)

Stanford University Graduate School of Business

MBA Candidate

2018 - July 2020 (2 years)

San Francisco Bay Area

Beneficial State Foundation

MBA Intern

June 2019 - August 2019 (3 months)

Oakland, California

Giffords

5 years 5 months

Political Director

July 2017 - August 2018 (1 year 2 months)

Washington D.C. Metro Area

Deputy Political Director

January 2016 - June 2017 (1 year 6 months)

Washington D.C. Metro Area

- Managed a 17-state, 44-day tour featuring 50 events with over 200 surrogates – including Hillary Clinton and Tim Kaine – that elevated the issue of gun violence prevention to its greatest level of prominence ever in a presidential campaign.
- Executed an in-depth message research project to determine how to best communicate with voters about gun violence prevention, fundamentally shifting the way candidates, elected officials, and the gun violence prevention movement talk about the issue.

Political Associate

April 2014 - December 2015 (1 year 9 months)

Washington D.C. Metro Area

- During the 2014 midterm elections, managed a team of 20 consultants to run independent expenditures in 18 federal and gubernatorial races and 2 ballot initiative campaigns, including production of polling, direct mail, TV and digital ads
- Represent ARS at meetings with coalition members and allied organizations, and execute joint political projects with external partners
- Work closely with the executive and political directors to determine ARS' 2015-2016 political priorities, and plan and implement programs
- Manage ARS' Staff Assistant on all political projects and oversee opposition research
- Coordinate with operations director and legal counsel to ensure legal compliance on all political activities

Staff Assistant

April 2013 - March 2014 (1 year)

Washington D.C. Metro Area

- As ARS' fourth employee, helped build the organization from the ground up, including setting up insurance policies and 401(k), handling onboarding of new staff, writing an employee handbook, serving as a point-of-contact for contracts and invoices, and managing the budget
- Served as office manager and assistant to the executive director, liaising between ARS' consultants and staff to ensure program operations and budget goals and expectations were delivered
- Supported the political and policy teams, including program coordination, maintaining internal communication and creating organizing materials for ARS constituency groups

- Provided significant press and communications support, including preparing briefing materials for interviews, drafting and sending press releases, creating and maintaining press lists, keeping up contact with reporters, and managing pieces about ARS and its principals
- Established and managed ARS' intern program

GMMB

Media Assistant

June 2012 - April 2013 (11 months)

- Conducted media research on behalf of Obama for America 2012 that included analyzing media buys made by the Romney campaign as well as both the Democratic and Republican SuperPACs and issue groups aiming to influence the outcome of the presidential election
- Compiled and analyzed information on spending, advertising schedules and ad content for nightly reports used to help President Obama's communications team determine the allocation of campaign funds and messaging approach for different media markets
- Designed and implemented media buys in active battleground state markets

Management Sciences for Health

Health Policy Intern

January 2012 - May 2012 (5 months)

Center for Pharmaceutical Management

- Researched and made recommendations for the design of a program to involve the retail pharmaceutical sector in tuberculosis case detection in Tanzania
- Completed comprehensive data analysis of a baseline survey of pharmacy workers and presented the survey findings in a written report presented to Tanzanian policy-makers, which was subsequently published in the International Journal of Tuberculosis and Lung Disease

Ghana Health Service

Research Fellow

August 2011 - December 2011 (5 months)

Dodowa Health Research Center

- Designed and conducted an evaluation of an anti-malarial bed net distribution program in the Dangme West District
- Managed a team of field workers and translators in carrying out interviews with community members, health workers, and government and non-profit stakeholders

- Presented findings in a detailed written report and made recommendations for improvements on future distribution programs

Kaiser Family Foundation

Public Opinion and Survey Research Intern

June 2011 - August 2011 (3 months)

Menlo Park, California

- Drafted brief data summaries that were featured on Kaiser's website
- Completed basic data analysis and drafting of an internal report on Kaiser's website redesign survey
- Created a tutorial for using focus groups in survey research and helped to design Kaiser's 2011 Global Health Survey

Children's National Medical Center

Program Development Intern

January 2011 - May 2011 (5 months)

Adolescent Prevention Education Programs

- Helped implement the CDC's Focus on Youth with ImPACT, a community-based HIV/STI prevention program, by coordinating and co-facilitating intensive weekend workshops for existing youth peer groups
- Created a YouTube channel to showcase the projects our workshop participants created to share what they learned with their community

KQED

Forum Intern

May 2009 - August 2009 (4 months)

San Francisco, CA

- Researched program topics and offered show ideas for "Forum," a live daily public affairs program that discusses issues ranging from the local to international level
- Screened potential guests to determine whether they were suitable participants for the program
- Provided production assistance during live broadcasts including fielding emails and calls from listeners and providing direction to guests

Education

Stanford University Graduate School of Business

Master of Business Administration - MBA, Certificate in Public Management & Social Innovation · (2018 - 2020)

Georgetown University

Bachelor of Science (BS), International Public Health/International Health · (2008 - 2012)

Universidad Complutense de Madrid

Spanish Language and Culture · (2010 - 2010)