

# Maisah A. Khan

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## EDUCATION

Yale University, School of Forestry and Environmental Studies, New Haven, CT

Master of Environmental Management, Concentration in Environmental Law and Policy, May 2012

Arizona State University, Phoenix, AZ

B.S. Conservation Biology and Ecological Sustainability, Minor in French, *summa cum laude*, May 2010

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## EXPERIENCE

**U.S. Department of Energy, Office of International Affairs** Washington, DC

12/2013 – 01/2017

*Senior Advisor (2015-2017); Advisor (2013 –2015)*

- Advised and prepared the Secretary of Energy and senior leadership for high-level engagements on international energy policy, including orchestrating bilateral meetings, press events, conferences, and stakeholder briefings
- Collaborated with international partners on clean energy technology deployment (Clean Energy Ministerial), research and development (Mission Innovation), and implementation of clean energy and climate goals
- Developed and coordinated strategic messaging and priorities across the Department and other agencies including the White House and State Department
- Authored and edited briefing materials and public remarks for the Secretary and other senior leadership
- Regularly handled classified and sensitive materials and maintained Q/Top Secret/SCI security clearance

**Freedman Consulting, LLC** Washington, DC

07/2013 – 11/2013

*Research Associate*

- Analyzed domestic policy issues ranging from technology openness and access to poverty reduction for multiple, diverse clients representing foundations, non-profits, and corporate philanthropies
- Delivered reports, presentations, and data analysis for senior executives to address policy development, communications, and strategic planning challenges

**Organizing for America – President Barack Obama’s 2012 Campaign** Cedar Rapids, IA

06/2012 – 11/2012

*Deputy Regional Field Director*

- Recruited, managed, and trained volunteer teams and maximized volunteer efficiency and efficacy by utilizing a data- and metrics-driven approach to grassroots capacity building
- Organized local meetings, events, and training sessions; forged new relationships with local political stakeholders and community leaders; and collaborated and liaised with local campaigns and organizations

**Environmental Protection Bureau, NYS Office of Attorney General** New York, NY

01/2012 – 05/2012

*Research Consultant*

- Analyzed mercury contamination in and around the New York City area; developed a litigation strategy; and explored the intersection of biology, public health, and legal analysis

**Permanent Mission of Afghanistan to the United Nations** New York, NY

09/2011 – 12/2011

*Graduate Student Intern/Negotiations Advisor*

- Researched food security, climate change, and sustainable development topics for speeches and statements made by the Ambassador and Afghanistan delegation
- Advised the Afghanistan delegation on climate adaptation track negotiations at the UN Framework Convention on Climate Change 17<sup>th</sup> Conference of the Parties (COP 17) in Durban

**International Union for Conservation of Nature (IUCN)** Washington, DC

05/2011 – 08/2011

*Fundraising and Outreach Intern*

- Managed grant proposals; identified new opportunities for donor stewardship and fundraising; created training tools for regional offices; and researched impact of ocean acidification on small island developing states

**Yale Center for Environmental Law and Policy** New Haven, CT

09/2010 – 05/2011

*Research Assistant*

- Analyzed U.S. domestic climate change policy; organized the Yale-UNITAR Global Conference on Environmental Governance and Democracy; and edited the *Green to Gold Business Playbook*