

FRANCIS JOSHUA GREHAN

EDUCATION

- University of Oxford**, Oxford, UK, M. Phil. Economic and Social History Oct 2010 - June 2012
- Graduated with distinction.
 - Dissertation: Using biometric and nominal data-linkage to evaluate 400 individuals' life paths after graduation.
- Princeton University**, Princeton, NJ, A.B. Woodrow Wilson School Sept 2006 - June 2010
- GPA 3.7.
 - Dissertation: How communities can use marginalized spaces to help disadvantaged youth.
- Lester B. Pearson United World College of the Pacific**, Victoria, BC Sept 2004 - June 2006

AWARDS & SCHOLARSHIPS

- Parliamentary Internship Program**: Canada's oldest government fellowship, selects 10 Canadians annually.
- Sachs Scholarship 2010**: One of Princeton's highest awards, covers all Oxford tuition and expenses.
- Dulles Award 2010**: Given to senior embodying "Princeton in the nation's service and the service of all nations."
- Challenger Senior Thesis Prize 2010**: Awarded to best senior thesis on Canadian issues.
- Mello '98 Award 2010**: "For leadership, athleticism, loyalty, and friendship, on and off the Rugby pitch."
- Davis Scholarship 2006**: Covered all Princeton tuition and expenses.
- Saskatchewan Pearson Scholarship 2004**: Covered all tuition and expenses for Pearson United World College.

WORK EXPERIENCE

- Finch Therapeutics Group**, *Senior Manager of Business Operations*, Somerville, MA Feb 2017 - Present
Built the systems and processes needed to grow a company from 20 employees to over 150 in under two years.
- HR
 - Created hiring systems used to grow team from 40 to 100+ employees.
 - Implemented annual employee review process, quarterly surveys, and monthly manager-report meetings.
 - Investment
 - Managed fundraising efforts raising over \$35M, from sourcing investors to leading diligence process.
 - Built data room to secure merger valued at \$140M, and constructed disclosure schedules.
 - Legal
 - Built out contracting systems securing dozens of contracts with third parties.
 - Negotiated and reviewed contracts covering business, research, real estate, IT, and service providers.
 - IT
 - Executed tech transition for cloud-based storage systems.
 - Managed IT service provider relationship and established IT purchasing policy.
 - Organization
 - Supported integration of two companies with over 100 employees involved.
 - Led optimization efforts for core divisions of company.
 - Established compliance structure for whole company covering lab, finance, legal, HR functions.
- Canadian Minister of Foreign Affairs**, *Special Assistant*, Ottawa, ON July 2017 – Feb 2018
- One of 12 members of the Minister of Foreign Affairs personal advisors.
 - Provided daily briefings to Minister in advance of sessions in the House of Commons.
 - Policy advisor focused on areas of Arctic cooperation, gender equality, environment.
 - Direct support (briefing, media, policy, protocol) for Parliamentary Secretary for Minister of Foreign Affairs.
- OpenBiome**, *Director of Business Operations*, Medford, MA Jan 2015 - Sept 2015
- Led cost analysis review policies to identify savings and reduce expenditures.
 - Conducted negotiations to secure new offices, improve insurance coverage, and increase lab safety.
 - Managed junior staff and provided central support to new hires.

- The Bridgespan Group, Associate Consultant, Boston, MA** Sept 2013 – Dec 2015
- Analyzed large data sets to identify organizational inefficiencies and areas for improvement.
 - Conducted interviews with employees and subject matter experts to identify best practices and field dynamics.
 - Researched competitor organizations to identify strengths, weaknesses, and areas of opportunity.

SERVICE-ORIENTED EXPERIENCE

- Princeton University Board of Trustees, Trustee, Princeton, NJ** Sept 2010 - June 2014
- Elected by 4,800 alumni to serve with notable Trustees, *e.g.*, Michael Porter, Sonia Sotomayor, Meg Whitman.
 - Deliberated on policy and program issues and advised on student life, health, athletics and alumni relations.
 - Chosen from amongst trustees to join the team which identified and hired Princeton's future president.

- Big Brothers Big Sisters, Big, Boston, MA** Sept 20013 - Sept 2015
- Big brother for 10 year old boy.

ACTIVITIES AND INTERESTS

Rugby: Member of Oxford University Blues, former Captain Princeton University Rugby team.

Rowing: Captain Oxford College team, silver medalist Canada Cup., Alberta pair champion.

Languages: Advanced French.