

With over 20 years of technical and leadership experience from the military to Silicon Valley, I am passionate about crafting empowering and educational experiences as the greatest lever for positive global impact.

WORK HIGHLIGHTS

CLIMATEBASE | 2021-2023

I launched the professional development fellowship program, designed and built admissions and enrollment to achieve high diversity goals, grew the team, and streamlined lead qualification processes for future scaling.

Admissions Consultant : Growth Strategy, CRM Management

- Advised founder team on marketing, communication, partnership, and scaling strategies
- Built retrospective analysis and yearly forecast spreadsheets for revenue goals and program growth
- Updated admissions and achieved 2x enrollment in cohort 2 while maintaining same diversity goals
- Improved integrations between Hubspot and VideoAsk for 5x faster interview screening

Fellowship Program Manager : Admissions Expert, Project Management, Community Experience, DEI

- Defined admissions goals and designed complete customer journey from applicant to enrolled fellow
- Implemented entire admissions system in Hubspot integrated with multiple 3rd party tools
- Increased program fees and crafted enrollment incentives to double revenue of founding cohort
- Created payment process to streamline customer communications and reduce manual labor by >10x
- Set and met targets to enroll 150 fellows from diverse demographic, geographic, and experiential backgrounds: >40% female, >40% people of color, from junior to senior roles across 6 continents
- Advised founders to modify partnership revenue sharing structure to reduce program delivery expenses
- Mentored partner organization subject matter experts on effective design and delivery for core lessons
- Evaluated available tools, implemented, and managed online community experience for fellows and guests
- Designed and updated weekly event formats as program evolved from 6 to 12 weeks
- Setup logistics and managed all live events and recordings for 8+ hours of content per week
- Defined job requirements, hired, trained, and managed the Community & Event Manager

MAKE SCHOOL (Acquired) | 2015-2021

I grew from a junior engineer to an executive role, taking on many challenges and responsibilities, owning projects like architecting APIs, ambassador programs, funnel optimization, and special partnerships.

Head of Admissions & Enrollment : Executive Leadership, Stakeholder Communications

- Owned \$1m+ annual budget, hiring plan, marketing channels, and growth strategies before acquisition
- Performed review and feedback of executive communication to the board and community stakeholders
- Executed essential handover functions in collaboration with partner university during program acquisition
- Worked with fellow executives to wind down company and off-board staff and hundreds of students

Outreach Manager : Partnerships, Marketing Experiments, Admissions Events

- Partnered with local community college to offer a free 2-credit Intro to CS class for 30 high schoolers
- Ran an in-person Youth Leadership Summit in collaboration with HackClub for 50+ high schoolers
- Experimented with lead-gen and conversion initiatives like livestreaming on Twitch and YouTube, mentoring student ambassadors to host their own educational and edutainment content
- Designed and tested social media ad strategies for Facebook, Instagram, Twitter, and Reddit
- Organized the first ever Virtual Preview Weekend with 37 events over 5 days for 300+ attendees

Technical Admissions Officer : Funnel Analysis, Instruction & Assessment, CRM Management, DEI

- Conducted efficient and accurate assessment of technical aptitude for thousands of applicants
- Designed the admissions rubric and interview process, monitored conversion rates across all funnel stages
- Conducted annual retrospectives evaluating admissions effectiveness, student outcomes, and DEI goals
- Created "Ramp: Intro to CS" an 50+ hour program to increase the number and diversity of qualified enrollees to our accelerated CS program, offered in both online and in-person formats to 200+ applicants
- Built "Spark", a unique interactive coding puzzle, designed to assess coding aptitude 20x faster while introducing students to coding fundamentals and growth mindset concepts to encourage further learning
- Provided internal consulting and implemented custom solutions within Slate CRM to empower non-technical team members with advanced features, boosting team effectiveness and funnel insights
- Founded the Student Ambassador Program with student workers supporting admissions and outreach, growing team over several years to 15 student workers and a volunteer reward program
- Served as Interim Admissions Manager for several months holding 1-1s and mediating internal conflicts

Full Stack Engineer : Backend, Frontend, Database Management, 3rd Party Integrations, API Design

- Skilled up quickly from junior to lead backend engineer, hiring and training more senior engineers
- Architected a custom Application Management System that powered admissions for thousands of applicants to several educational programs across multiple US and international locations
- Maintained and improved the backend of the Online Academy for content delivery and student tracking
- Led design and transition to GraphQL backend API and code-reviewed React frontend implementation

Additional Responsibilities & Achievements : Student Mentorship, Curriculum Design & Delivery, DEI

- Created tutorials, taught, and oversaw logistics for 70+ summer school students and 8 staff as Lead Instructor for 2-month course teaching iOS game and app design
- Led a week-long Intro to iOS course for 30 middle and high school students in Tokyo, Japan
- Helped teach and mentor a multi-day Intro to Ruby on Rails class for 100+ high schoolers in Taipei, Taiwan
- Authored and taught coding tutorials published on the official Hour of Code resource website multiple years in a row, teaching Intro to CS and Intro to Machine Learning concepts to high schoolers
- Planned and facilitated a 1-credit course on CS Interviewing Techniques for college seniors
- Invited to deliver my "How To Teach CS" workshop to 30+ SFUSD CS and STEM teachers
- Mentored and reviewed coding projects for hundreds of high school and college students at various events
- Co-chaired the Justice, Equity, Diversity and Inclusion Training Committee, launching peer-led staff training

JTG INC | 2009-2010

I provided language translation and military intelligence contractor support to the United States Air Force.

Arabic Language Analyst : Translation, Military Intelligence

- Processed thousands of Top Secret/SCI time-sensitive Arabic translation and intelligence tasks per week

UNITED STATES NAVY | 2002-2008

I served as an Arabic translator (Cryptological Technician Interpreter), technical expert, and mission manager.

Arabic Translator and Intelligence Analyst : Translation, Military Intelligence, Team Management

- Maintained a Top Secret/SCI Security Clearance granted by the U.S. Government
- Managed teams of 20+ personnel and ensured effective performance of \$40+ million intelligence assets
- Developed official on-boarding program to improve linguistic and technical proficiency of team

Arabic Student, Defense Language Institute : Translation, Community Service

- Graduated with high marks from both the highly accelerated Arabic basic and intermediate programs
- Performed in ceremonies from Monterey to San Francisco as member of the Interservice Colorguard
- Led drill and physical fitness for the Navy Sea Cadet youth program at the Naval Postgraduate School

EDUCATION HIGHLIGHTS**UC BERKELEY | 2010-2014**

I took graduate level courses my senior year and almost accidentally double majored in linguistics.

B.A. in Cognitive Science : Linguistics, Computer Science, Education, Design, Research

- Selected coursework: Computational Models of Cognition, Quantitative Methods in Linguistics, Tangible User Interface, Multimedia Narrative, Creative Writing, Technologies for Creativity and Learning
- Researched computational thinking (CT) and methods of evaluating CT and presented group poster at the 2013 California Cognitive Science Conference at UC Berkeley
- Won several awards for interactive educational experience teaching how bats use echolocation

ADDITIONAL EXPERIENCES & ACHIEVEMENTS

I am always learning and exploring new skills and ways to have fun and make a positive impact on the world.

- Walking across America with my dog to promote solarpunk positivity and raise money for charity
- Building snowmen to teach CS to high schoolers as a volunteer for the Microsoft TEALS program
- Designing and launching multiple video games alone and with friends
- Participating in an experimental Gap Year program to learn applied computer science in Palo Alto
- Biking from San Francisco to Los Angeles for the AIDS Lifecycle charity
- Winning a design contest to create the official pride logo for the second largest city in Georgia