

Profile

Passionate advocate for community engagement in the development of public policy; skilled in conducting policy research and analysis with a focus on qualitative methods using Atlas.ti; interest in policies related to diversity, equity and inclusion as well as immigrant and refugee policy at the local level; strong leadership skills and ability to work in diverse groups.

Education

September 2016 - June 2018

Portland State University

Masters in Public Policy

GPA 3.88

Awarded: Presidential Award for Community Engagement,

Dean's Award for Community Engagement

September 2009 – May 2011

Lewis & Clark College

Bachelor of Arts in International Affairs

GPA 3.5

Experience

Portland State University – Research Assistant at the Center for Public Service Jun. 2017 – Jun 2018

- Assisted in the planning and coordination of a workplace assessment and development of an equity plan for Portland Fire & Rescue Department.
- Conducted qualitative analysis of transcripts using Atlas.ti; analyzed 16 interviews and 11 focus group transcripts in collaboration with colleagues, resulting in a comprehensive report including discussion of data collection approach, methods, and a complete code-book.
- Support person for both interviews and focus groups, duties included: scheduling, note taking, and recording.

Portland State University – Grader for Department of International & Global Studies Sept. 2017 – Dec 2017

- Graded and provided feedback for students on their assignments and final research papers for online course, “Seminar: Global Drug Trade.”

Portland State University – Elected Student Rep. for MPP Program Jan. 2017 – Jan 2018

- Nominated for the position and elected by peers to represent the students in masters program. Worked alongside one other elected representative as liaison between administration and students.
- Played an integral roll in shaping the program, which is in its third year of existence. This included but was not limited to:
 - Developed student surveys for feedback on courses and program, which ensured the department was aware of what was working and what was not working in program implementation.
 - Organized social as well as network events for students with the goal of ensuring student success by creating a sense of cohesion as well as providing opportunities to advance their professional careers.
 - Developed and implemented plans to improve program.

Portland Immigrant Rights Coalition – Coalition Coordinator Sep 2016 – Apr 2017

- After completion of an internship with the lead organization of the coalition I was welcomed into PIRC as a volunteer.
- Consistently provided the coalition with administrative and organizational support, essentially creating the role of coalition coordinator where there was no such role before. Duties included but were not limited to: organizing and co-facilitating coalition meetings every two weeks, managing coalition email account and Facebook account, establishing and managing PIRC documents, volunteer coordination, and more.
- Played an integral role in organizing two popular assembly events with approximately 300 attendees with 103 organizations present, and 100 attendees with 30 organizations present, respectively.
- Acted as liaison between PIRC and the Multnomah County Sheriff's office.
- Acted as the liaison between PIRC and the One Oregon Coalition (of which PIRC is a member).
- Organized and attended important meetings with local elected officials including the Multnomah County Sheriff and various County Commissioners.
- Upon leaving, formalize the new role I had created, found my replacement and trained her so as to provide a smooth transition.

- Voz Workers' Rights Education Project – Legal Research Intern; Volunteer*** Jan 2016 – Sep 2016
- Provided Executive Director with research and analysis of issues facing the organization and the Portland Immigrant Rights Coalition (PIRC) – of which Voz is a member.
 - Conducted research and analysis on whether the coalition should support or oppose the proposed change to the Multnomah County Charter to make the Sheriff an appointed position instead of an elected one. Research allowed the coalition to come to an informed decision to remain neutral on the issue.
- Ecumenical Ministries of Oregon, SOAR – Program Assistant*** Feb 2014 – March 2015
- The SOAR program resettles approximately 350 refugees per year in the Portland area. As Program Assistant provided administrative support to all eight SOAR employees which required interpersonal skills, cross cultural skills, as well as daily management of various projects and employees' varied needs.
 - Acted as receptionist, office manager, and bookkeeper for office. Bookkeeping responsibilities included: management of all refugee client grants, office debit card transactions, checks and petty cash. In first months on job updated bookkeeping system making it more secure and efficient.
 - Volunteer coordinator and recruiter – increased volunteer pool five-fold in under one year.
 - Event coordinator – played integral role in planning the EMO's Refugee and Immigrant Ministries Celebration; planned first ever SOAR Farmers Market Holiday Food Drive at the Montavilla Farmers Market, which provided support for local farmers as well as food for 22 newly arrived refugee families.
 - Work required extreme attention to detail, organization, and development of efficient systems while maintaining good customer service and providing a comfortable space for clients.
 - Worked in an often fast paced environment with both staff and clients from diverse backgrounds.
- Caldera – Development Assistant*** Sept 2013 – Feb 2014
- Responsible for management of Greater Giving event software for major annual fundraiser, with approximately 400 attendees, raising over \$275,000.
 - Oversaw all gift processing and acknowledgments, maintaining records of all gift materials, filing and working closely with Finance Director to reconcile records.
 - Managed and maintained The Raiser's Edge donor database.
- Oregon Health and Science University – Annual Giving Department Paid Internship*** April 2013 – June 2013
- Coordinated a new benchmarking group of four academic health centers across the United States.
 - Assisted in the development and implementation of an ePhilanthropy data management key performance indicator (KPI) tool, which allowed the Foundation to analyze its email giving campaigns for over 70,000 donor records.
 - Coordinated stewardship effort of two successful first time fundraising campaigns: National Doctor's Day (gross \$5,200) and National Nurses Week (gross \$2,500).
- Moreland Farmers Market – Assistant Manager*** May 2012 – Oct, 2013
- Provided excellent customer service hosting the information booth and managing volunteers throughout market day as well as the market token currency system.
 - Oversaw the implementation of the Supplemental Nutritional Assistance Program (SNAP), resulting in the distribution of over \$12,000 in funds to low-income market goers.
- Indiegogo Fundraiser for Community Owned Computer Lab in Dar es Salaam, TZ*** May 2013 – Sept 2013
- Partnered with founder of Niwezeshe Lab (NLab) in Tanzania to run a crowdfunding campaign.
 - Developed the strategy and oversaw the entire campaign, raising a total of \$3,070 in 30 days, exceeding the goal by \$100. – Campaign website: <http://igg.me/p/392118/x/1830542>
- Jonas Salk Legacy Foundation – Writer and Development Analyst*** Aug 2012 - May 2013
- Researched potential granters for foundation and drafted grant documents for grants up to \$250,000.
 - Co-wrote foundation materials including, but not limited to: mission statements, program proposals, program descriptions, and board biographies
- World Affairs Council of Oregon – Membership and Non-Profit Management Intern*** Jun 2012 - Oct 2012
- Maintained membership database of 1,700 constituents and managed all correspondence with members.
 - Processed mail, performed the necessary tasks of photocopying and filing incoming checks.

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- Worked independently and efficiently within first month, allowing for time to conduct additional projects including, but not limited to, conducting donor research for new corporate and small business members.
- Updated training manual and trained replacement.

Sponsors Organized to Assist Refugees (SOAR) – Intern; Volunteer

Feb - May 2010; May 2010 – Feb 2014

- Reached out to Portland tri-county community and gave 20 minute presentations on SOAR and the refugee experience to three church groups. Recruited community members to get involved with SOAR as sponsors of refugees.
- Provided transportation for newly arrived refugees, and assisted case managers to set up homes for clients.

Mercy Corps International – Community Fundraising Volunteer

Aug 2011 – Aug 2013

- Represented Mercy Corps at approximately five events, presenting for up to 40 minutes on the work Mercy Corps does around the world.

International volunteer experience

Volunteered for 1-2 month trips over five years in Cambodia, Tanzania, and Romania. Experiences resulted in an early appreciation for diverse cultures and ability to work with diverse groups in a myriad of situations.

- Operation Smile (Cambodia) – As a direct result of success in fundraising – raising \$4,000 for cleft palate surgeries in one year – was awarded the opportunity to join a medical mission to Phnom Penh. On the mission conducted health education presentations in rural communities, covering issues of dental hygiene and oral rehydration therapy. Outside of normal duties was asked to work with the child life specialist in providing psycho-social preparation for children and parents – including medical preparation for surgery and pain management after surgery.
- Cross Cultural Solutions (Tanzania) - Assisted care givers in an HIV/AIDs orphanage and hospice for women. Duties included: cleaning, cooking, and helping children with studies; providing care for hospice patients such as bathing, feeding and time spent reading to patients.
- Epic Change (Tanzania) – Provided strategic fundraising support to new micro-loan organization.
- Global Volunteers (Tanzania, Romania) - Taught introductory computer skills in a secondary school, which allowed the students to advance in their studies; Provided childcare assistance in a Failure to Thrive Clinic with approximately thirty infants. Without volunteer support, the small clinic staff was unable to have the children out of their cribs. With volunteers at the clinic the children were able to spend most of their days out of their cribs playing and developing cognitive skills.

Skills & Other Experience

- Atlas ti
- SPSS
- Conversational Spanish
- Proficient in Microsoft Office Suite, Mac and PC
- Quick learner of new software
- Research using primary and secondary sources