

Summary:

- Created and curated professional learning curriculum that included over 20 modules reaching 1,100 adult learners.
- Led Philadelphia's Professional Development system for community partners in FY2015 including 330+ attendee conference.
- Managed annual client portfolio of 30+ SMBs in childcare and social services focusing on client success and capacity building.
- Certified adult learning designer and workshop facilitator including individual modules, courses, and conferences.

Professional Experience:**Public Health Management Corporation – Professional Development Manager + Education Director**

July 2014 to August 2015, Philadelphia, PA

- Increased curriculum 78% through implementing a content development system and LMS management that culminated in sixteen tailored workshops, webinars, online trainings, and peer learning communities reaching 1,713 attendees (a 34% increase YoY).
- Designed, coordinated, and managed the 2014 Philadelphia OST Initiative Annual Conference that saw 42 workshops (a 20% increase) delivered to more than 338 individuals (16% increase) with 26 event partnerships.
- Managed Learning Management System including design and implementation of online trainings, defined metrics, data management, and analysis for dashboards used by Director and City Officials, and evaluation strategy for learning system.
- Led as Client Analyst and Success Manager of a 21-client portfolio in a cross-functional setting, as well as building a training team of four Program Analysts and seven PD workgroup members.
- While serving as Director of Education for Computer Technology Institute, a non-profit college and technical school that supports chronically underserved Philadelphians, I oversaw curriculum design and delivery during a 50% enrollment increase (51 students).
- Improved 35% of courses through incorporating current technology practices (UX, web development, security, and analytics).
- Managed an eight-member partnership, the Program Advisory Committee, which guides curricular improvement and services.
- Served in both PD Manager and Education Director roles from January 2015 to August 2015.

Public Health Management Corporation – Program Analyst

Oct. 2009 to June 2014, Philadelphia, PA

- Led client portfolio of up to 53 SMBs, which included data collection and analysis that focused on capacity building and improved quality of educational services for the 1100+ youth the clients served.
- Developed and deliver 100+ hours of in-person and digital training curricula for clients and business partners covering topics such as project management, marketing, client retention, human relationships, staff management, and program implementation.
- Led system marketing campaign team through rebranding, website redesign, and social media engagement which led to improved brand visibility and increased site traffic for our department by 158%. I accomplished this by applying analytics for site traffic and social media engagement, as well as improvements to site content quality, user experience design, and SEO.
- Co-authored grants totaling \$26M to improve city-wide afterschool programming, increase access to professional development through mobile technology, and develop STEAM programming via 21st Century Community Learning Centers funding.

School District of Philadelphia – Special Education Teacher

Sept. 2006 to Aug. 2008, Philadelphia, PA

- Improved math and literacy skills by 1.4 years of grade level growth for a caseload of 17 students using data-driven individual education programs (IEPs), functional behavior assessments, and behavior intervention plans. Leveraged human-centered design and user experience design principles for project-based education.
- Managed and coordinated the IEP team consisting of the principal, general education teachers, student family, and school counselor in accordance with the Individuals with Disabilities Education Act (IDEA, H.R. 1350).
- Applied real-world contexts and youth voice to develop a positive culture that valued entrepreneurship and responsibility through our classroom library and store.
- Built and managed community relationships with organizations, families, and youth services that improved family engagement and student outcomes. Conducted weekly home meetings, additional materials for families, and individualized progress reports.

Education

Teach For America - Greater Philadelphia - 2006-2008

M.Ed. Elementary & Special Education - Chestnut Hill College, May 2008

B.A. Sociology/Anthropology – Rutgers University, May 2006

Additional Skills & Certifications:

Certified special education teacher | Certified QIS analyst & advisor | PQAS Certified | Technical analysis | Quality management | HTML-CSS | Beginner-Intermediate: MySQL, Python, JavaScript, UX Research