

PROGRAM MANAGER & DESIGNER

Professional Summary

A talented program designer and learning specialist with experience developing and managing curricula across cultural, academic and organizational contexts. With a background in Brain & Cognitive Science and Learning Design, I bring a strong understanding of how the brain functions to inform the design of effective learning experiences. Experienced project manager adept at leading projects from concept through completion with a high degree of cultural competence, having run projects in seven countries over the last five years.

Skills

- Program development
- Intermediate coding in R studio,
- Project management
- Proficient in Salesforce
- Fluent in 4 languages
- Facilitation
- Stakeholder Management
- Research
- Curriculum development
- Clear public speaking skills
- Program evaluation

Work History

Program Manager & Designer , 05/2018 to 08/2019

Company Name – City , State

- Developed an internal Learning program to upskill new Associates to project leads, facilitating over 35 classes, with over 95 % satisfaction results and resulting in 5 associates leading successful projects for clients
- Managed new hires' onboarding onto the Social Contract Team leading to optimization of ramp time, from a 2 months, scattered onboarding to a 2 weeks, streamlined onboarding
- Trained 13 co-facilitators in facilitation and design thinking resulting in them facilitating over 10 meetings per project and improving Social Contract's effectiveness

Learner Success Consultant , 11/2017 to 04/2018

Company Name – City , State

- Developed and executed end-to-end learner success strategy for students taking the Human Rights Defenders massive open online course (MOOC)
- Led evaluation assessments of the action toolkit for Human Rights Defenders MOOC which enabled development of interventions
- Provided online learning support to 155 students via their online learning platform and webinars

Program Designer , 05/2017 to 10/2017

Company Name – City , State

- Founded and designed Dual School, an idea incubator program teaching entrepreneurial skills to high school students, that has currently worked with more than 150 students in Delaware
- Received a \$100,000 grant to fund the program and led grant execution efforts
- Collaborated with school representatives, educators and other key individuals in community to support successful program implementation

Development Associate & Founding Team Member , 10/2015 to 04/2017

Company Name – City , State

- Led early fundraising efforts for new Minerva Institute and successfully brought in 2 multimillion-dollar grants for Minerva international students
- Attended special events, acting as representative of Minerva Institute and making new contacts with possible donors which resulted in 30% increase in number of donors

Learning Consultant , 09/2016 to 01/2017

Company Name – City , State

- Conducted needs analysis to understand barriers to learning that students were having in order to achieve student learning goals
- Collaborated with Learning Team to develop a new MOOC on online learning to help students successfully complete their online courses at Kiron, a university for refugees
- Developed and integrated a learning support system within their existing technology platform resulting in 50 % increase in student engagement and lower attrition rates

Education

Bachelor's : Brain And Cognitive Sciences And Learning Design , 04/2019

Minerva Schools At KGI - City

- Innovative university in which students live and work on projects in six dynamic world cities over four years (San Francisco, Berlin, Buenos Aires, Seoul, Hyderabad, London).
- Thesis: Rethinking Entrepreneurship Education: A Focus on Soft Skills.

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