



PROFILE	PROFESSIONAL EXPERIENCE
<p>Accomplished and dynamic for-purpose professional with a proven history of leading programs, projects, and campaigns to increase awareness, drive business, and contribute to the overall growth and sustainability of organizations.</p> <p>AREAS OF EXPERTISE</p> <ul style="list-style-type: none"> • Project Management (SDLC) • Agile Methodology • Google Analytics • Digital Marketing • Social Media Campaigns • Brand Awareness • Mentoring & Coaching • Program Implementation • Nonprofit Management <p>EDUCATION</p> <p>Technical Project Management Certificate Thinkful - 2020</p> <p>Master of Arts in Strategic Communications Michigan State University - 2019</p> <p>Graduate Certificate in Digital Media Michigan State University - 2019</p> <p>Bachelor of Arts in International Studies The University of North Texas - 2009</p> <p>MEMBERSHIP</p> <ul style="list-style-type: none"> • Association of Fundraising Professionals 2015 - 2017 • San Antonio Writers Guild – PR/IT Director 2017 - 2018 • Leadership SAISD • Young Women’s Task Force San Antonio – Circle of Directors (Specialty: Social Media & Communication) 2018 - 2019 	<p>Program Coordinator May 2017 – Feb. 2020 YWCA of San Antonio - San Antonio, TX</p> <ul style="list-style-type: none"> • Facilitate workshops and activities for over 200 teenage girls to teach life skills, career, and education opportunities. • Coordinate and facilitate groups at multiple campuses within four independent school districts in the San Antonio area. • Redesigned agency's website to meet national branding guidelines. • Achieved an 80% increase in self-esteem and motivation of girls who completed the program. • Spearheaded a partnership that enabled an Entrepreneur Boot Camp. • Developed S.T.E.A.M. extension of the current program that offers out of school learning that allows exploration, exposure, and empowerment to minority youth, especially girls ages 12-19. <p>Resource Development Coordinator Sep. 2014 - Apr. 2017 Each One Teach One - San Antonio, TX</p> <ul style="list-style-type: none"> • Gained \$178K of cash and in-kind resources through successful community outreach and special events to expand the brand. • Managed activities to increase brand awareness and community involvement. • Researched and submitted grant proposals. • Crafted and presented multimedia presentations for professional development needs. • Served as an E.S.L. specialist and developed and facilitated E.S.L. classes. • Developed individualized lesson plans to help adult learners reach their personal and academic goals by applying knowledge of adult learning theory to identify appropriate teaching media and methodologies. <p>Resource Development Coordinator Apr. 2015 - Apr. 2016 Literacy Coalition of Central Texas (AmeriCorps Vista) - Austin, TX</p> <ul style="list-style-type: none"> • Increased volunteers by 44% through a strategic social media outreach campaign. • Improved student retention through the development and implementation of a new student orientation. • Supervised the training of 200 volunteers and 10 staff members that totaled 7,000 service hours. • Implemented a new electronic tracking system to record volunteer hours and demographic information. <p>English Instructor Aug. 2010 - Jul. 2012 Korean Ministry of Education - Sejong, Republic of Korea</p> <ul style="list-style-type: none"> • Developed and organized adult language and culture classes for the local community. • Contributed to workshops dealing with living and working in South Korea. • Scheduled, planned, and coordinated Summer/Winter English Camps for 60 students. Students ranged in age and English ability. • Developed and implemented engaging and interactive learning mediums to increase student understanding of course materials.