

Project management professional with significant accomplishments in: business strategy, coordination and implementation of technology projects, developer/vendor management, and effective multi-channel communication.

## LEADERSHIP AND WORK EXPERIENCE

### Technology Manager

Jul 2013 – Apr 2015

*Repair the World, making volunteerism a defining element of American Jewish life**New York, NY*

- Developed new IT infrastructure and resources to support a national, multi-site organization while managing concurrent projects. All projects had multiple stakeholders who had their own priorities and felt included/heard.
- Implemented, oversaw, and maintained technology organization-wide: for 30 staff and 40 full-time volunteers in five cities, including 60 computers, 54 mobile devices, three websites, two databases, and one file server.
- Managed entire database project from inception through daily administration: allocated budget, researched, selected potential vendors, customized system, built reports, and thoroughly trained staff and full-time volunteers, enabling them to train others. When priorities changed, restarted and completed process on a shortened timeline.
- Oversaw 46 vendors: maintained relationships, evaluated vendor effectiveness regularly, negotiated contracts, researched new vendors, pruned existing vendors, allocated budgets up to \$50,000, and paid vendors on time.
- Mentored colleagues on all aspects of technology use: helped with common technical challenges, developed, and executed long-term plans to create self sufficiency.
- Advised managers and directors: supported them in defining their needs, proposed and implemented standardized policies and technology throughout organization, ensured projects fit their budget and organizational priorities.
- Mitigated crises with professionalism and efficiency: from board meeting A/V issues to host migration while hacked.

### Campus Systems Director, Leadership Development Department

Dec 2011 – Apr 2013

*AIPAC, American Israel Public Affairs Committee, America's pro-Israel lobby**Washington, DC*

- Assessed and translated coworkers' database requirements into technical specifications, leading to successful departmental implementation of CRM (Salesforce) and integration into organization's data management structure.
- Orchestrated communications for a mass email mobilization campaign. Identified over 10,000 activists from disparate sources; drafted, tested, and optimized an eight-part campaign, resulting in initial open rates of over 36%.
- Developed and managed registration and application processing throughout the year, including internship program with over 300 applicants for 40 spots, Policy Conference with 2,000 students (over 15% of the entire conference) with 12 scholarship types tied to 30 budget lines, and three other yearly seminars with 400 participants each.
- Managed and trained 15 interns during academic year, coordinating with departmental and regional supervisors.

### Social Media and Web Communications Strategy Consultant

May 2011 – Aug 2011

*PresenTense, incubator for Jewish social entrepreneurs**Jerusalem, Israel*

- Collaborated with team to create a media plan within existing web infrastructure (Drupal). Fostered an environment where participants felt personally invested in PresenTense's digital properties, leading to higher engagement.
- Synthesized early concepts for eLearning initiative into a comprehensive Request For Proposal outlining PresenTense's ideal platform, ensuring that the organization could sustain its rapid growth and remain competitive.

## EDUCATION

### Bachelor of Arts – Lehigh University

May 2010

*Major in Political Science, Minor in Mass Communications**Bethlehem, PA*

### Semester Abroad – School for International Training

Jan 2009 – May 2009

*Reconciliation and Development Program (inequality, discrimination, and political violence)**Durban, South Africa*