

Motivated and people-oriented professional with experience leading recruitment, onboarding, and team development across tech and nonprofit organizations. Skilled in communication, sourcing, and relationship-building with a data-driven approach. Passionate about connecting diverse talent with opportunities in AI, data, and technology.

Key Strengths: Talent Acquisition • Tech Recruiting • Data-Driven Strategy • AI & Automation • Cross-Functional Leadership • Multilingual Communication

WORK EXPERIENCE

[M.I.T Gen A.I Global]

[Boston, MA]

[Director of Talent and Acquisitions, Developer for Web Dev team,]

03/2025-present

- Led the org's E2E onboarding for **200+** volunteers across **13** departments; stood up Tech Documentation; shipped forms, **AI-driven role-placement**, and talent dashboards; owned data management/analysis; ran interviews + integration/upskilling; managed Discord architecture, bot automations, and cybersecurity with IT; mentored VPs/managers; and built the cross-department cybersecurity bridge with the implementation plan. Improved onboarding efficiency by **70%** and reduced manual data-entry errors through automation and AI-driven workflows.
- Led **end-to-end recruitment and onboarding** for 200+ volunteers across 13 departments.
- **Recruited primarily from MIT Professional Education graduates and approved MIT channels**, designing an AI-driven placement and tracking system.
- Conducted 100+ candidate interviews, coordinated placements, and trained department managers on onboarding best practices.
- **Built the organization's first internship program**, including role design, training framework, and performance tracking.
- Mentored interns and team leads; notably onboarded and trained an intern (Kiki) from my previous position as CMO who advanced to a leadership role.
- Improved onboarding efficiency by 70% through workflow automation and integration with IT and cybersecurity systems.
- **Serve as a Developer on the Web Development Team**, collaborating with engineers to maintain internal dashboards, optimize onboarding forms, and automate integrations.

[Boston Private Guide]

[Chief Marketing Officer]

01/2025- 08/2025

- Owned cross-platform GTM and partnerships; built and managed an intern team; launched TikTok/YouTube/Facebook; led multilingual SEO and hotel/Eventbrite partnerships; instituted analytics-driven growth reviews.
- **Sourced and recruited interns and content creators** through LinkedIn, Indeed, and Handshake for social media, marketing, and content production roles.
- **Interviewed, trained, and mentored** candidates while developing onboarding materials and a structured growth framework for early-career creatives.
- **Led data-driven marketing and analytics**, leveraging social media insights, ad performance metrics, and website data to optimize campaigns and guide recruitment needs.
- **Managed cross-platform marketing** (TikTok, YouTube, Facebook), hotel partnerships, and multilingual SEO strategies to expand audience reach.
- Oversaw **internship performance reviews and analytics-based growth reports** to align marketing outcomes with business goals.

[300for300- Research Analyst]
[Remote]

[Research Analyst] 02/01/2025 - present]

- Literature review (Black girls, 9–15) with cross-disciplinary synthesis + extensive APA bibliography; contributor to a board-ready manuscript with the University of Louisville; **AI-assisted** transcription of **12+ hrs** of interviews; supported **participatory research** with a **Youth Advisory Board**.
- Conducted qualitative research and co-design studies on youth mental health with the University of Louisville.
- Supported **recruitment and coordination** of Youth Advisory Board participants for participatory research.
- Produced literature reviews, AI-assisted transcriptions, and cross-disciplinary synthesis.

[Human Health Lab, UMass Amherst — Amherst, MA] -
[Amherst,MA]

[Research Assistant]
2021-2022

- Conducted data collection and assisted with analysis for brown adipose tissue (BAT) and heat wave impact study
- Assisted in manuscript editing for peer-reviewed publication

EDUCATION

[University of Massachusetts Amherst] [2 Bachelors degrees and 1 M.S]
[Amherst, MA]

- *B.A in Political Science*
- *B.A in Anthropology with Environmental Science Major*
- *M.S in Data Analytics and Computational Social Science*

Relevant Coursework: Data Engineering (SQL & ETL Pipelines), Computational Social Science, Experimental Methods (R), Statistics, Data Ethics, Machine Learning Applications.

LEADERSHIP AND COMMUNITY

[Head of Gen-Onboarding (Director-level),
Gen AI Global] [Ongoing]

[COMMUNITY LEADERSHIP]

- Secretary, GMSA (UMass Amherst) — 2025
- Board Member, Academic Honesty Board (UMass Amherst) — 2023-2025
- AnthroHub Podcast — co-founder and first Host (first Anthropology podcast at UMass Amherst) | 2023–2024
- Model UN Awards — Outstanding Delegate (MIT, 2014); Honorable Mention (MIT, 2015); Best Delegate (Northeastern, 2016)

AI GOVERNANCE & POLICY PROJECTS

- **AI 2027 – Gen AI Global:** Participating in cross-team initiative developing frameworks for responsible AI deployment and governance.
- **Responsible Automation:** Collaborated with cybersecurity and data-ops teams to align onboarding automations with AI ethics and compliance best practices.
- **AI Ethics & Data Stewardship:** Applied CITI-certified research-ethics standards to data management and LLM agent training processes.

TECHNICAL SKILLS

Recruiting & Tools: LinkedIn Recruiter, Airtable, Trello, Discord, Google Workspace

Programming: Python, R, SQL, Excel, RStudio, Tableau, HTML, GitAI & ML Platforms: ChatGPT, MidJourney, DALL·E, Prompt Engineering, API Integration, GPT Assistants, LLM pipeline prototyping

Data Science Methods: Experimental design, survey development (Qualtrics), regression modeling, text mining, data visualization, statistical inference

Communication & Design: Canva, Google Ads, Meta Suite, Eventbrite

Creative & Marketing Tools: Google Ads, Meta Business Suite, Eventbrite, Canva, SEO (English & Spanish), Social Media Strategy

Project & Workflow Tools: Notion, Airtable, Trello, Discord Management, Agile Workflows, Remote Ops **Languages:** Arabic, English, French, Spanish

Certifications: Medical Interpretation Certificate (Spanish ↔ English), 2017;

CITI Program (IRB, data ethics, social-behavioral research, AI ethics)

Project Management: basic SCRUM and Agile knowledge and experience in tech context