
Highly-organized woman-in-tech looking for interesting puzzles to solve. My artistic upbringing instilled a keen eye for aesthetics and creative solutions, and my scientific training instilled a love of research and process. Always willing to dig deeper to find the roots of problems, I bring a collection of abilities that open new perspectives, both globally and at the implementation level. I specialize in creative thinking and problem-solving, with a strong emphasis on accuracy and efficiency.

Design

Create marketing templates for desktop publishing for use both in print and online that are consistent with the University branding guidelines. Apply those templates to create posters for print, online, and display on large screens around campus. Ensure that the new website adhered to User Experience best practices. **University of Warwick School of Law**

University of Warwick School of Law

Independent work to cut out pieces for production of the Loom Grown planter boxes. Troubleshoot issues with cutting paths and design files. Assist with path planning and design optimization to minimize waste material. User experience consultation on the accompanying application and user interactions. **Loom Grown**

Part-time contract doing user experience research and design for an internal timekeeping module integrated into task management software. Editing the specifications and requirements document, sketching thumbnails for process flow, mapping and understanding current systems, market research into other timekeeping software, and creating Balsamiq wireframes for the new module. Integrating with existing systems, information architecture, and style guides. **San Francisco Public Utilities Commission**

design and build the web-based user interface for this database. So far, this has involved writing CSS and HTML, conducting user interviews, presenting and defending my ideas to higher-level administrators, and semi-patiently waiting for the gears of city bureaucracy to turn. **San Francisco Department of Public Works**

Implement user research tactics to gain a deeper understanding of what users need and want. Identify the best ways to organize information on a given site or app. Understand the importance of Information Architecture. Design a digital product that behaves intuitively and brings joy and function to users. Utilize visual design in order to make beautiful digital products. Explain your process through the use of sketches, wireframes, and presentations. Collaborate with design teams to see a project from start to finish. **General Assembl.y**

Design and implement packaging, creative kit contents, and customer outreach. Research and report on market trends in the "maker" space across the globe, as well as within small-scale manufacturing. Ensure that all customers have a pleasant and joyful experience. **Other Machine Co.**

Designed outreach flyers targeted both to automotive industry professionals as well as security researchers and the general public. Edit public blog posts and graphics for the website. **i am the cavalry**

Web Development

Rebuild the current website for the School to adhere to the new University branding guidelines. **University of Warwick School of Law**

Restructure podcast summary documents before they are posted to the website, to ensure consistency and accuracy. **BlacksmithHER**

Process Optimization

Create background policies that govern the standardization and centralization of information, reducing duplicated effort and information on the site. **University of Warwick School of Law**

Solely responsible for contents, flow, launch, and monitoring of the web store supporting our portable CNC milling machine. Investigate, test, order, and track inventory. **Other Machine Co.**

Assisting on a part-time consulting basis with the setup of a formal QA process for the current game in development. Filing bugs in Asana, prioritizing tasks, reporting on time required for QA. **Crater House**

Find, organize, reference, and maintain documents needed to run a weekend workshop with attendees from across the country. **Meeting Chair for BluesQuake 2014**

Internal-facing organization, communication, workflow optimization, documentation, *etc* to keep the 8-person organizing committee up-to-date. **Curation Co-Lead FIGMENT Oakland 2015**

Documentation

Rebuild, update, and manage templates for bug reports to ensure that all information is collected up front and thereby reducing response time and churn. Update and maintain a basic how-to guide for the community that hadn't been update in several years. **Pioneers of the Inevitable**

Compile written instructions, documentation, and advice for staff and students on all systems, software, and

processes. Document all internal IT processes to ensure consistent application of policies during administrative transition. Set up, manage, maintain, and keep an updated inventory of all departmental equipment along with all other hardware/software. **University of Warwick School of Law**
Responsible for obtaining, formatting and delivering quotes for all hardware and software requested by clients within the stated 4 hours. Assist Network Engineers with writing Standard Operating Procedure documents.

Xantrion

Created documentation and processes to facilitate communication between all volunteers within the organization, as well as accountability to community members. **Sundown Blues Dance Society Founding Board Member**

Write documentation. Explain documentation. Keep everyone on the same page by providing templates.

Curation Co-Lead FIGMENT Oakland 2015

Management

Develop high-level test plan for new products and features. Coordinate testing with both local and remote QA groups. Assist with community engagement via GetSatisfaction, facebook, and Twitter. **Pioneers of the Inevitable**

Responsible for checking in with performers and artists before they light up, assisting with their safety procedures, communication any concerns, and giving a go/no-go before running. Maintain a safety perimeter around active fire. **Fire Safety Volunteer**

Create agenda, solicit further items, keep meetings on track, ensure that we stick to the event timeline, and generally herd cats at the 17-person organizer meetings. **Meeting Chair for BluesQuake 2014**

Assist with project set-up in the morning, registration and check-in, maintaining order throughout the day, answer questions and guide exploration, and generally be present as a female engineer role model. **Girls Science Institute Volunteer**

Individually responsible for restructuring community and cultural expectations within two weekly venues. Also being present as a Host several nights a month to provide on-site support, manage a team of volunteers, and ensure that new guidelines and processes fit the environment. **Sundown Blues Dance Society Host**

Assisting with on-boarding and coordinating artists for the event, and supporting the other Curation volunteers. Herd cats. Help with everything. **Curation Co-Lead FIGMENT Oakland 2015**

Client Communication

Included several design review meetings with various business-level stakeholders; mostly independent and self-directed work. **San Francisco Public Utilities Commission**

Generating, formatting, analysing and delivering monthly monitoring reports, letting customers know the state of their servers. **Xantrion**

Training & Materials Development

Advise and support staff on software / hardware purchases for the School, and in the maintenance of web pages, development of web content, and recording and editing film/video. Induct new and existing members of staff both academic and administrative in the use of IT within the School and related policies. **University of Warwick School of Law**

Mentor new hires. **GREE International, Inc**

Coordinate training materials, and assist Network Engineers with organization of Standard Operating Procedure documents. **Xantrion**

Attend and assist with yearly Fire Safety training to keep current on procedures. Update the training presentation. **Fire Safety Volunteer**

EDUCATION

2014	General Assembly, San Francisco, CA, User Experience Design Intensive
2007	University of California, Berkeley, Berkeley, CA, Summer Mandarin Chinese intensive
2006	University of St Andrews, Scotland, Semester abroad in Physics and CS
2003 - 2007	Bryn Mawr College, Bryn Mawr, PA, Bachelor's degree in Physics

INTERESTS

Reading sci-fi, fantasy, historical fiction, non-fiction, cultural history, linguistic analysis, science, poetry, etc.

Sailing dinghies and keelboats. **Climbing** trees. **Building** big art. **Making** small art. **Fixing** mechanical problems.

Dancing solo modern and partnered blues & lindy. **Music**. **Art**. **Scotch**. **Backpacking**. **Travel**. **Fire safety**.

REFERENCES available upon request.

