
OVERVIEW

- + **Unique skill:** translating business process needs into effective solutions, building measurable features to solve pressing problems, communicating across and within teams to drive long-term initiatives
- + **Turns ideas into reality:** clarifies needs, develops plans, tests assumptions, implements production
- + **Drives progress:** understands goals, leads efforts, tracks schedules, explains documents
- + **Manages teams:** builds cohesion around a shared goal, breaks down process, drives delivery

WORK EXPERIENCE

Director of Digital Products, Green America (Washington, DC) June 2016 - present

Consolidates all existing websites and builds out a new platform to manage the organization's digital properties, including quarterly magazine, print publications, a national network of green businesses, and several content-focused sites

- Leads in-house ongoing web needs, with access to and oversight of external contractors
- Works with staff to maximize SEO and stakeholder engagement
- Synthesizes needs & requirements from internal/external stakeholders into cohesive product roadmap
- Ensures that internal stakeholders have support to successfully learn and use digital technologies
- Responsible for budgeting for technology needs as well as tracking expenses to budget
- Manages external resources and timelines to balance requirements against ROI
- Pulls together input from users, executive leadership, staff with content expertise, and online communications team, and turns these into a thoughtful and coherent vision and strategy for digital
- DevOps, Database structure, Data Import, Security, Site Reliability

Lead Software Engineer, GIST Network (Washington, DC) January 2016 - May 2018

Identified and specified all architecture and technical features for a redesigned platform to support international entrepreneurship, funded by the U.S. Department of State

- Worked with former providers to identify and specify unified fields from a legacy platform to Drupal 7
- Specified architecture and implementation for competition, competition entries, bootcamp participants, events, pages, resources, organizations, and informational posts
- Documented and assigned user roles and permissions
- Set scrum goals and led development
- Provided feedback and guidance to 6-person engineering team during buildout
- Worked with both the end client and the development team to deploy redesigned site
- DevOps, Systems Administration, Database structure, Program Management, Product Management

Product Team Lead, Ashoka Changemakers (Arlington, VA) February 2014 - December 2016

Led team for redesign and refactoring of a Drupal 7 site, implemented scrum for 3-person team, supported 40+ coordinators, managers, operations, & exec. leaders

- Identified functional specifications, evaluated potential solutions, installed/wireframed/themed site
- Views, content types, reports, documentation, and training for multiple levels of users

Project Manager, Web Developer 10K Webdesign (HI and CA) July 2004 - January 2014

Lead developer, producer, coder, liaison, manager on 240+ website redesigns and new digital product launches for clients like SOCCOM Princeton (research group, \$23m 5-year budget), Castro Valley Sanitary District (government, \$11m annual budget), West Contra Costa Integrated Waste Management Authority (public agency \$4.5m annual budget)

- Client-facing manager: Identified process, developed standard operating procedures, created workflow
- Full stack Drupal developer: produced all database architecture, code, installation, build out, themeing
- Managed project milestones, kept contractors and overall team on track, ran scrums
- Worked with clients to determine business process and needs, scoped projects, deliverables, specs
- Organized DrupalCamp Hawaii 2011

Founder, A Successful Woman (*San Diego, September 2006 - February 2012*)

Created and wrote for revenue-generating blog with 10,000 users/month, acquired after six years

Governing Board Member, Interim Exec. Dir., APA for Progress (*San Francisco, January 2004 - December 2005*)

Founding team member building infrastructure for nonprofit 501(c)(4) advocacy group focusing on Asian Pacific American involvement in politics, including service as interim executive director and co-organizer for nationwide student-run training conference Boston 2004, organizing Congressional representatives and staffers including APA congress members Rep. Bobby Scott, Rep. Mike Honda, and Rep. David Chu

Policy Analyst, JMPT Consulting Inc. (*San Francisco, August 2001 - July 2004*)

Managed and provided policy analysis for 18-month outcomes-based evaluation, strategic planning, and technology project for San Francisco County Department of Children, Youth, & Their Families with 100+ community organizations, 35 subcontractors, 3 partners, frequent reporting to stakeholders

Program Coordinator, Odyssey World Trek for Service and Education (*September 1999 - June 2001*)

Travelled to 35+ countries developing K-12 educational curriculum for e-learning blog, requiring research, photography, and writing two youth-specific articles (1500 words and 10 photos each) per week for 18 months (geared to high school youth) at www.worldtrek.org, coordinating and conducting online events and interviews (webcasts with Nobel Peace Prize Laureates Rigoberta Menchu and Oscar Arias Sanchez); Team Lead for pilot trek to Mexico City

Community Health Worker, Saban Free Clinic (formerly LA Free Clinic) (*August 1998 - August 1999*)

Volunteer through Jesuit Volunteer Corps doing triage, medical assisting, patient intake & vital signs, dispensary, health counseling, and sexually-transmitted diseases and women's health issues

Software Developer, Opus Technologies (*January 1996 - August 1998*)

Created multimedia CD-ROM versions of Braille music texts in WinHelp format, including MIDI files, allowing music educators to learn and teach Braille music for non-sighted musicians. SBIR-funded products, did design, development, edit, quality assurance, documentation, and marketing for: "How to Read Braille Music, 2nd ed." (Krolick, 1998), The New International Manual of Braille Music Notation, Primer of Braille Music

BOARD MEMBER

Green America: Secretary and Board Chair of Committee on Diversity, Equity, and Inclusion (2018-2021)

DC Startup Week: Advisory Board (2017-2019)

COMMUNITY INVOLVEMENT

The Nook Council, article writer for women's group (January 2019-present)

The Wing, all-access member at women's working and community group (December 2018-present)

Female Founders Network, networking group (2015-present), 850+ participants, 7200+ FB Community

Girl Scouts Troop Leader (2013-present), background-checked volunteer, led 5 troops, Grades K-5

STEM Daisies, Increasing STEM women's visibility through videos (2014-present)

Parent Teacher Student Association, Mesa Verde Middle School (2012-2014, V.P. Programs 2012)

Pianist, Our Lady of Mt. Carmel and other organizations and religious groups, accompanist (1990-1998)

EDUCATION

B.S. Environmental Systems Technology,

Dept. of Agricultural & Biological Engineering, Cornell University, 1994