

## 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
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## WORK EXPERIENCE

### **Director of Digital Products, Green America** (Washington, DC) June 2016 - July 2019

*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](http://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

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## BOARD MEMBER

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

**DC Startup Week:** Advisory Board (2017-2019)

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## 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)

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## EDUCATION

**B.S. Environmental Systems Technology,**

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