
Knowledge, Skills, Abilities

- **Administrative:** Strong administrative skills developed through managing the calendar, travel, and budget of high performing administrators and senior professors (level C) in university contexts
- **Project Management:** Effective time and organization management skills gained by setting agendas and tracking the performance of teams with 5 to 25 members in deadline sensitive projects, from conception to production phases
- **Communication:** Strong communication skills developed through my experience producing communication products and through translating complex ideas to multi-competent audiences orally and in writing
- **Relevant Software Competencies:** MS Project, Microsoft Office Suite, Adobe Acrobat Professional, Adobe Contribute

Administrative Experience

Project Manager, Initiative on Race, Gender, and Globalization

2006-pres.

Director: Professor Hazel Carby

Yale University, New Haven, Connecticut, <http://irgg.research.yale.edu>

- Managed the day to day operations of the Initiative's programming schedule, including the Director's calendar and the Initiative's programming calendar
- Coordinated meetings with high performing university administrators and faculty
- Managed the national and international travel of invited speakers
- Led and worked collaboratively with Yale faculty, senior administrators, and staff in successfully conceptualizing & executing campus roundtables, symposiums, and conferences Managed the Initiatives operating budget, including expenditures ranging from \$500 to \$20,000
- Wrote the yearly Activities Report for the Dean of Arts and Sciences as required to justify yearly funding
- Oversaw the production of the Initiative's semesterly events--symposiums, conferences, and roundtables--from conception to production phases
- Supervised freelance staff
- Shaped and communicated the Initiative's mission within and outside of Yale University
- Managed web content for the Initiative's website
- Handled publicity and promotions for each event the Initiative sponsored or co-sponsored
- Founded and coedited the Initiative's newsletter, *IRGG SPOTLIGHT*
- Wrote, proofread, and copy edited short articles in the newsletter about our yearly events
- Responsible for maintaining contact list and identifying target audiences
- Accountable for the timely production & distribution of the newsletter

Program Coordinator, NYU in Havana

2002-05

Director: Ingalisa Schrobsdorff

New York University, New York, Summer Study Abroad Program to Havana, Cuba

- Accountable for overseeing a budget of \$10,000 for expenses in Cuba
- Managed programming and travel calendar
- Evaluated, interviewed, and selected 30 participants from competitive pool of national applicants
- Coordinated visa procurement; course curriculum; events; student health professionals; lodging; international and island travel logistics; safety, and liaison services
- Oversaw students' travel to and from New York City to Havana, Cuba
- Facilitated amicable encounters in Cuba between and among Cuban nationals, NYU students, and NYU faculty

Education

Master of Arts, American Studies, Yale University

2005-07

Bachelor of Arts, Rhetoric, University of California, Berkeley

1999-02

Personal Information

Citizenship: US citizen*Languages:* Spanish, Native fluency*Hobbies:* Chess