

## EDUCATION

**HARVARD UNIVERSITY**—Cambridge, MA **May 2016**  
*A.B. in Government, Secondary in Computer Science (Expected)*

- Institute of Politics—Student Advisory Committee Member; Past Chairman, The Policy Program
- Small Claims Advisory Service—Assist Massachusetts residents navigate the small claims system court process

**BRIDGEWATER-RAYNHAM REGIONAL HIGH SCHOOL**—Bridgewater, MA **June 2012**

- Valedictorian; AP Scholar with Distinction; National Merit Commended Student

## EXPERIENCE

**HARVARD KENNEDY SCHOOL OF GOVERNMENT**—Cambridge, MA **August 2015–Present**  
*Course Assistant, Markets & Market Failures with Cases (Fall 2015 and Spring 2016)*

- Hold office hours, grade problem sets and perform classroom management tasks in graduate-level microeconomics course

**HARVARD UNIVERSITY INFORMATION TECHNOLOGY**—Cambridge, MA **March 2015–Present**  
*Student Software Developer*

- Developed an open source Django application with Angular.js to manage geodata at the Graduate School of Design
- Integrated application with Harvard's LMS using REST and AJAX
- Work with team based on the Agile method. Employ version control (git) to manage contributions to the team

**BOK CENTER, HARVARD UNIVERSITY**—Cambridge, MA **February 2014–Present**  
*Head Teaching Assistant*

- Lead weekly seminars for graduate students and post-doctoral fellows on professional communication skills
- Assist director of professional & scholarly development on projects related to the international teaching program
- Instruct graduate students in individual sessions about pedagogical skills, verbal fluency, and sociolinguistic awareness

**ABINGTON ANIMAL HOSPITAL**—Abington, MA **February 2011–Present**  
*Bookkeeper*

- Modified the company from a C-corporation to a S-corporation to improve cash flow and prevent double taxation
- Implemented inventory control procedures and integrated point of sale software, increasing inventory turnover and decreasing product loss resulting in a reduction of annual expenses by thousands of dollars

**HARVARD BUSINESS SCHOOL**—Boston, MA **June 2015–August 2015**  
*Fellow, Program for Research in Markets & Organizations*

- Co-authored a law review article with Professor Guhan Subramanian entitled "Corporate Governance at Wholly Owned Subsidiaries" with submission for publication in 2016

**BRIDGEWATER-RAYNHAM REGIONAL SCHOOL COMMITTEE**—Bridgewater, MA **April 2012–April 2015**  
*Elected Member*

- Approved policy and annual budget in excess of \$68 million for school district with nearly 5,500 students.
- Elected in 2012 by the voters of both Bridgewater and Raynham as the youngest public official in the towns' histories
- Liaison to the Massachusetts Legislature, Student Advisory Board, and School Site Council (Oversight of facilities and real property); served on subcommittees for Volunteerism & Community Involvement, Site Dedication, and Policy

**THE WHITE HOUSE**—Washington, DC **May 2014–August 2014**  
*Associate, Office of Presidential Correspondence*

- Analyzed correspondence sent to the President in Salesforce at 10.6 times the average rate with 35% greater accuracy
- Managed the performance and output quality of a rotating team of volunteers averaging eight members
- Completed individual projects including: processing VIP mail, managing special constituent requests, creating a performance database to support identification of volunteers who would benefit from additional training, and reporting on emerging trends from the incoming mail.

## SKILLS/INTERESTS

- Skills: Acrobat, Agile, Angular, Lightroom, Photoshop, C, Django, MS Office Suite, Git, HTML5, CSS, and JavaScript, LaTeX (document production), LexisNexis, PHP, Python, QuickBooks Pro, Salesforce, SPSS, SQL
- Interests: Eagle Scout, licensed falconer, photography