

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

- Assist Professor Guhan Subramanian and Delaware Supreme Court Chief Justice Leo Strine conduct research for the article “Boards, Reimagined,” to be published in the *Harvard Business Review*
- Facilitate corporate board meetings of multiple large-cap companies and interview C-level executives
- Coordinate with Aspen Publishing to substantially revise *Commentaries and Cases on the Law of Business Organization*

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

- Developed an Django application to manage student-submitted geodata at the Harvard Graduate School of Design

BOK CENTER, HARVARD UNIVERSITY—Cambridge, MA **February 2014–Present**
Teaching Assistant, “Communication Skills for International Teaching Fellows”

- Assist instructor in weekly classes to support international graduate students improve their speaking skills
- Instruct 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
- Administer company social media, reaching nearly 1,900 individuals per post, totaling more than 135,000 page views

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
- Ensured the caliber and accuracy of responses regarding the economy
- 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.

DUMBARTON OAKS—Washington, DC **June 2013–August 2013**
Research Intern

- Interviewed former associates of Dumbarton Oaks for an oral history project and transcribed recordings
- Created and contributed to a WordPress blog for the Dumbarton Oaks Oral History Project

SKILLS/INTERESTS

- Skills: Acrobat, Lightroom, Photoshop, C, Django, Office Suite, Git, HTML, CSS, and JavaScript, Java, LaTeX (document production), LexisNexis, PHP, Python, QuickBooks Pro, Salesforce, SPSS (data analysis), SQL
- Interests: Eagle Scout with two bronze palms, licensed falconer, photography, CPR Certified