

Experience

SELF EMPLOYED

San Mateo, CA

Language Consultant

Apr 2015 - Present

Provided clear, accurate, timely translation of documents to clients worldwide

Designed and built an application that tailors resumes to job posts using natural language processing (NLP)

UPWORK

San Francisco / Remote, CA

Program Manager, Data Analytics & Operations

Jan 2021 - Apr 2022

Designed and implemented processes for data handling, analysis and reporting; daily operations; special projects; process and compliance audits.

Drove multiple cross-functional projects to: deliver timely, accurate data; audit internal processes, and transform stakeholder ideas into effective operations

Led remote team of data analysts, program administrators and auditors

Associate Program Manager, Contingent Workforce

Jan 2020 - Dec 2021

Managed and executed company-wide education

Increased operational efficiency ~18% by automating routine data handling, communication, and document creation processes.

Managed internal contingent workforce program with ~1700 contractors and \$40 mil. annual spend

Talent Innovation Specialist

Aug 2018 - Dec 2019

Supported multiple business units by providing timely, accurate data analysis and reporting

Designed, implemented, executed, and oversaw scalable processes for end-to-end management of internal contingent workforce program

Scaled processes and operations from pre-IPO, through fast-paced growth post-IPO, and continued high-speed growth into a large enterprise

Account Executive

Dec 2017 - Aug 2018

Executed inside, B2B sales of Upwork Enterprise solution for small and medium sized businesses

UNITED STATES MARINE CORPS

Jacksonville, NC / Darmstadt, Germany

Russian Interpreter

Oct 2007 - Sep 2010

Led multiple diplomatic and intelligence projects in close collaboration with cross-functional partners and executive stakeholders.

Ensured effective communication between high-level military and government officials from ~50 different countries during numerous exercises, training events, and operations

Program Manager, Intelligence

Nov 2001 - Oct 2006

Developed operations plans and executed numerous projects

Developed systems and processes for effective communication and intelligence collection operations in extremely high-pressure, fast-paced environments

Led a team of intelligence collectors, linguists, and analysts in Iraq during Operation Iraqi Freedom (II and III)

Leadership & Activities

UPWORK VETERANS GROUP

Mountain View, CA

Co-founder/Chair

Jul 2018 - Dec 2020

Collaborated with executive sponsor, group leaders, and leaders of other ERGs to orchestrate impactful events that defined Upwork's culture of diversity, inclusion, and belonging

Jeff Stock

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Defined group vision, mission, and leadership roles and responsibilities

Allocated \$25k annual budget

CAL VETERANS GROUP

President

Oversaw leadership team

Grew membership 4x by creating inclusive, welcoming environments and events

Berkeley, CA

Sep 2013 - May 2014

Education

UNIVERSITY OF CALIFORNIA, BERKELEY

BA - Linguistics

Berkeley, CA

Aug 2012 - Jun 2015

DEFENSE LANGUAGE INSTITUTE

AA - Russian

Monterey, CA

Jun 2010 - Jun 2010

Arms Control Speaking Proficiency

May 2002 - Apr 2003

Russian Basic

Apr 2002 - Mar 2003