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| **EARTH INNOVATION INSTITUTE, San Francisco, CA**  *Formerly known as IPAM International Program, Inc.* | **2011 - Present** |

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| Director of Operations and Finance | Jan. 2014 - Present |

Direct administrative and financial operations of 501(c)3 non-profit corporation with over $6M in annual revenue. Develop and implement internal policies and professional systems for US- and foreign-based operations. Manage financial reporting and annual audit and budgeting process. Supervise staff members in administration, accounting and office management and coach program staff on project implementation. Serve as a member of senior management and contribute to strategic development and planning, delivering solutions aligned with the Institute’s vision

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| Director of Administration | Jan. 2013 – Dec. 2013 |

Directed general administration managing operational budgets and finance, grants administration, organizational policies, human resources, and the supervision of administrative and accounting staff. Maintain legal compliance with state and federal regulations. Support board of directors in secretarial and treasurer duties. Manage cash flow for the organization and monthly, quarterly and annual internal and external reporting.

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| International Program Administrator | Mar. 2011 – Dec. 2012 |

Designed and implemented internal professional processes for newly formed 501(c)3 California corporation serving as international affiliate of Brazilian-based NGO. Provided project management support to programs focused on outreach and capacity building in developing countries. *Key Contributions:*

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| **WOODS HOLE RESEARCH CENTER, Woods Hole, MA** | **2008 – 2011** |

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| Program Coordinator, Capacity Building and Outreach | Jul. 2010 – Feb. 2011 |

Coordinated outreach and capacity building program implementation for the international climate policy initiative on reducing emissions from deforestation in developing countries with a focus on UN land-use climate policy and forest carbon monitoring.

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| Administrator, Science in Public Affairs | Dec. 2008 – Jul. 2010 |

Provided administrative and logistical support for the REDD (Reducing Emissions from Deforestation and Degradation in developing countries) initiative. Responsibilities included organizing meetings, travel arrangements, proposal drafting, grant management, paper and report drafting. *Key Contributions:*

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| **WUMB 91.9FM PUBLIC RADIO, Boston, MA** | **2002 – 2007** |

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| Public Affairs Radio Producer | Mar. 2004 – Dec. 2007 |

Directed all aspects of production for a regional public affairs interview radio program generating story ideas and program content, developing interview questions, preparing background materials and pre-interviewing in-studio guests. Additionally, built on-air underwriting sponsorship program developing sponsorship packages, media packets, and writing on-air copy.

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| Research and Program Assistant | Jan. 2002 – Mar. 2004 |

Wrote, edited and proofread material for broadcast and print media, managed program website, community calendar and provided administrative support to the assistant producer and prepared research materials for on-air hosts.

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| **EDUCATION** |

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| **BACHELOR OF ARTS, UNIVERSITY OF MASSACHUSETTS**  Political Science & Philosophy, with Minor in Biology  *summa cum laude* | **2002** |