#### **TECHNICAL SKILLS**

Programming/Development: HTML5, CSS3, JavaScript, Python, C#

• Operating Systems: Windows (7 – 10), macOS Sierra

• Frameworks: Bootstrap, .NET

Business Domains: Higher Education, Professional Development via Remote Video Coaching

• IDE: MS Visual Studio 2015, IDLE

• Databases: MySQL, sqlite

Content Management Systems: WordPress, Jekyll

### **EXPERIENCE**

# Regional Research Institute for Human Services, Portland State University

January 2014 - April 2017

Research Associate and Project Manager

- Worked with researchers and programmers to further the development of the Virtual Coaching Platform (VCP), a web-based application for analyzing video data.
- Ensured that new VCP features met researchers' requirements and functioned correctly for users.
- Provided technical assistance and training to VCP clients nationwide via GoToMeeting.
- Managed content for web sites and social media pertaining to the National Wraparound Initiative and Pathways Research and Training Center.
- Used google analytics to report on online outreach efforts for both projects.

### Collegiate Science and Technology Entry Program, Morrisville State College

March 2012 - May 2013

**Assistant Director** 

- Coordinated programming to support the success of underrepresented students in science, technology, engineering and math (STEM) fields.
- Tutored mathematics and provided career development counselling.
- Prepared statistical reports on program outcomes for the New York State Department of Education.

## School of Social Work, Portland State University

October 2008 - June 2011

Graduate Research Assistant (various projects)

- Recruited professionals from STEM fields to serve as mentors for youth experiencing disabilities.
- Synthesized major qualitative data sets to define social sustainability for the Portland metro region.
- Created statistical reports on student outcomes for the School's re-accreditation using SPSS and Excel.

#### **TechStart Education Foundation**

May 2007 – September 2008

### Program and Advancement Manager

- Coordinated and managed Oregon's first game development challenge for secondary school students.
- Used SharePoint to coordinate efforts of the foundation's fundraising committee.

# Young Scholars Liberty Partnership Program (YSLPP), Utica College

September 2003 – January 2007

### **Assistant Director**

- Coordinated year-round academic intervention for diverse, at-risk youth in Utica's city schools.
- Recruited, hired, trained and supervised tutors and volunteers during the academic year and summer.
- Assisted in grant writing and evaluation report preparation for various agencies and donors.
- Planned, managed and evaluated community service projects, workshops, special classes and fundraisers involving both YSLPP and Utica College students.

## Program Coordinator, JFK Middle School

- Supervised Utica College student tutors assigned to work in the school site.
- Provided direct academic support in all subject areas for students in grades 7 9.
- Monitored student progress and coordinated academic support with teachers, counselors, parents and Utica College tutors.
- Arranged and participated in community service events with middle school and Utica College students.

# **EDUCATION**

The Tech Academy
Software Developer
Certificate

Portland State University M.S.W.

SUNY Institute of Technology (SUNY Polytechnic) M.S., Applied Sociology

**Utica College** B.A., Mathematics