

## EDUCATION

**UNIVERSITY OF PENNSYLVANIA** PHILADELPHIA, PA *Master of City Planning, Full Tuition Scholarship Recipient*

**GEORGE WASHINGTON UNIVERSITY** WASHINGTON, D.C. *Bachelor of Arts, International Affairs*

## PROFESSIONAL EXPERIENCE

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)** NEW YORK, NY *Program Analyst, 40 hours per week Sep. 2023 - Present*

- Developed data dashboards in R that integrate data from multiple federal agencies (Census Bureau, Department of Transportation, Environmental Protection Agency, and HUD) into user-friendly visualizations summarizing housing, demographic, and environmental conditions for 1,334 Fiscal Year 2023 HUD grantees, streamlining preparation and evaluation of mandated reports including Consolidated Plans and fair housing assessments
- Analyzed 40+ federal legislative proposals and regulatory changes affecting fair housing and civil rights enforcement, delivering strategic recommendations on emerging issues facing disaster recovery, community development, artificial intelligence, and other topics
- Evaluated grant applications for the \$85M Pathways to Removing Obstacles to Housing (PRO Housing) grant program and assessed applicants' proposals to conduct zoning reform, permit streamlining, and other affordable housing expansion strategies

**INDEPENDENT CONTRACTOR** PHILADELPHIA, PA. *20 hours per week May 2023 – Sep. 2023*

- Conducted policy research and compiled a report for the Center on Budget and Policy Priorities Housing and Income Security team
- Authored Eastwick United CDC's successful grant application to the William Penn Foundation
- Completed political stakeholder mapping for Eastwick United CDC

**J.P. MORGAN CHASE, PolicyCenter** PHILADELPHIA, PA *Housing Policy Associate, 40 hours per week Jun. 2022 – May 2023*

- Identified, analyzed, and tracked legislation crafted to foster a more equitable housing market, increase economic opportunity, further community development, and drive inclusive growth at the local, state, and federal levels
- Translated research and analysis into advocacy materials and concrete recommendations in the form of white papers, briefs, presentations, and talking points
- Built relationships and maintained communication with JPMC business leaders, Corporate Responsibility colleagues, external partners, and grantees to strengthen the development and execution of policy strategies and changes to internal firm practices pertaining to housing policy issues such as heirs' property, appraisal bias, homeownership growth, and climate change

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)** WASHINGTON, D.C. *Pathways Graduate Intern in the Office of Fair Housing and Equal Opportunity, 20 hours per week Aug. 2021 - Jun. 2022*

- Analyzed data from the U.S. Census Bureau and HUD to create data dashboards with Power BI and maps with ArcGIS to inform evaluations of grantees' voluntary fair housing plan submissions
- Co-authored a series of white papers detailing opportunities to further integrate the assessment of environmental hazards, climate change impacts, land use and zoning codes, as well as food access in the evaluation of HUD grantees' fair housing plans
- Assisted with developing presentation materials, identifying potential speakers, and other event planning actions for a webinar series regarding housing accessibility for persons with disabilities in partnership with the Administration for Community Living

**NEW YORK CITY MAYOR'S OFFICE OF MANAGEMENT AND BUDGET, CDBG-DR TASK FORCE** NEW YORK, NY *Program and Policy Intern, 40 hours per week Jun. 2021 - Aug. 2021*

- Presented to internal staff on amendments needed for Section 3 outreach and reporting materials in order to ensure compliance with 85 FR 61524. Additionally, I trained the incoming Analyst on procedures for enforcing Section 3 compliance
- Prepared maps with QGIS to accompany low- and moderate-income analyses for the City's Build-it-Back housing recovery program

**THE HOUSING INITIATIVE AT PENN** PHILADELPHIA, PA *Research Assistant, 10 hours per week Oct. 2020 - Apr. 2021*

- Distributed gift cards to compensate over 1,000 research participants in a multi-city study of COVID-19 rental assistance programs
- Managed the Housing Initiative at Penn Twitter account and updated website content via the Weebly platform
- Assisted with quantitative and qualitative research efforts to inform the City of Cleveland's 10-year housing plan

**DETROIT FUTURE CITY DETROIT, MI** *Community and Economic Development Intern, 20 hours per week May 2020 - Aug. 2020*

- Created an issue guide detailing local, state, and federal policies on eviction and foreclosure moratoriums
- Developed a directory of Pre- and Post-Purchase Financial Counselors serving Detroit, Michigan

**FEDERAL TRADE COMMISSION WASHINGTON, D.C.** *Honors Paralegal Specialist, 40 hours per week Jul. 2019– May 2020*

- Collected and reviewed corporate documents to be used as exhibits in administrative proceedings and federal court trials regarding antitrust cases
- Wrote and edited briefing reports reflecting facts, sources, and citations discovered during the course of research and legal proceedings

**ROCKET MORTGAGE DETROIT, MI AND WASHINGTON, D.C.** *Government Relations Intern, 40 hours per week May 2016 - Aug. 2018*

- Attended, compiled notes, and created meeting agendas for senior executive leadership meetings for the 2016 Choice Neighborhood Implementation Grant application, the Rehabbed and Ready program, and other revitalization projects
- Produced one-pagers on federal legislation regarding mortgage lending regulations, opportunity zones, and broadband deployment
- Monitored and reported on consumer protection legislation affecting mortgage industry
- Coordinated stakeholder engagement processes held to comply with the City of Detroit's Community Benefits Ordinance

**HOUSE COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM WASHINGTON, D.C.,** *Clerk Intern, 20 hours per week Aug. 2016 – Dec. 2016*

- Organized binders with congressional hearing materials for the ranking member Rep. Elijah Cummings (D-MD)
- Managed all mail the Minority Office received, answered calls at the front desk from constituents and congressional staffers
- Wrote a research paper comparing whistleblower protection laws in China, the European Union, and the U.S. under the advisement of Christopher Kojm for George Washington University's internship for credit program

## **SKILLS**

### **TECHNICAL**

- Data Analysis & Visualization: Power BI, R Studio, ArcGIS Pro, ArcGIS Online (Storymaps), Excel
- Tools: SharePoint, Power Automate, InDesign, Illustrator

### **WRITING & RESEARCH**

- Document preparation and reporting
- Translating complex data for diverse audiences
- Regulatory analysis & compliance documentation

### **LEADERSHIP & COMMUNICATION**

- Senior leadership presentations
- Process improvement and workflow optimization
- Cross-functional team coordination