

EXPERIENCE

Hulu – *Technical Program Manager*

May 2018 – PRESENT

- Serve as the primary liaison between multiple engineering and product development teams to define and clarify program scope, functional requirements, team deliverables, dependencies, time frames, and risks
- Create complete project plans for end-to-end delivery with appropriate documentation
- Update teams and stakeholders on upcoming projects to ensure resources are in place to support all initiatives.
- Partner with technical program managers to monitor the progress of development and ensuring program issues are communicated appropriately
- Serve as Scrum Master and also manage cross-team projects
- Manage deliverables, requirements, and the timelines for Hulu's homegrown CRM team as well as the Subscription Lifecycle Orchestration layer team.
- Projects Launched : Flash Sale 2019, Student Discount 2021, ESPN+ on Hulu

CBS – Dr. Phil – *Executive & Production Assistant*

July 2017 – May 2018

- Assist the Executive Producer and Sr. Supervising Producer for *Dr. Phil*
- Coordinate master calendar and content grid and adapt to frequent season taping schedule changes
- Track and distribute daily rating to production teams
- Maintain business and personal calendars and screen and monitor emails and heavy phones
- Manage busy production office by producing and organizing files and records and creating expense reports

The Recording Academy – *Executive Office Coordinator*

February 2016 – July 2017

- Coordinated budget for external and internal events, charity contributions, and memorial donations on behalf of the President and CEO's Office Liaised with music industry VIPs and tracked VIP Grammy Ticketing budget, allocation, and disbursement
- Coordinated pre-GRAMMY Gala event by managing RSVPs and VIP invitations; assisted and provided troubleshooting during night-of check-ins
- Updated member contact information and maintained data integrity within the membership database, including minor technical assistance
- Managed multiple phone lines and correspondence; generated and submitted expense reports to Business Affairs

EDUCATION

Azusa Pacific University – *Bachelor of Arts in Business Management*

December 2015

UCLA Coding Bootcamp – *Full Stack Development*

February 2021 – Present

Scrum Alliance – [*Certified Scrum Master*](#)