

Overview

I am seeking a remote technical program manager position that works with multi-disciplinary teams to deliver software applications to delight customers and end-users. I bring the following strengths and qualities to a team:

- Experience working as a producer 100% remotely with people from different backgrounds, time zones, and countries
- Strong written and verbal communication skills, including the ability to convey issues, discuss project design, and report status to a technically diverse audience
- Engineering background provides enhanced ability to understand the developers' concerns, set appropriate goals, and manage expectations
- Ability to identify process inefficiencies and develop solutions or workarounds
- Passion for user experience, usability, and accessibility
- Organized, analytical, and detail-oriented, but able to prioritize focus areas maximize value
- Desire to learn and grow over time as a company contributor and as an individual
- U.S. citizen (based in Bellevue, WA)

Education

Northwestern University, Computer Science B.S., *cum laude*, Psychology minor Fall '11 - Spring '14
McCormick School of Engineering and Applied Science ♦ GPA: 3.68/4.0

Michigan State University, Honors College ♦ GPA: 3.94/4.0 Fall '09 – Spring '11

Illinois Mathematics and Science Academy, Aurora, IL 2006 – 2009

Experience

Robot Sea Monster, Producer Feb '17 - Present

- Managing and overseeing production team, including daily standups; creating, documenting, and reviewing project tasks informed by project vision; maintaining quality bar for client deliveries
- Identifying, monitoring, and reporting risks, budgets, and schedules to internal and external stakeholders
- Assisting the executive producer and engineering manager in developing production plans and sales proposals for potential clients
- Contributing to process documentation and ad hoc roles as needed, including recruiting and onboarding

Williams Learning Solutions, Employee Sep '16 - Jan '17

- Served in multiple roles as a team member of an educational STEM startup: collaborated on the development of game content, concept, design, and gameplay; wireframed initial user interface and experience; worked with Unity development team and potential external partners; educated team about software development lifecycles and processes; researched and documented potential workflows and project management systems to fit specific company needs

Expedia, Application Engineer, Engineering Marketing Mar '15 – Sep '16

- Designed and developed user experience, user interface, and front-end components for an email marketing ecosystem tool from scratch using Angular.JS and Node.JS; enabled marketing managers to create, test, and optimize emails significantly faster by reducing dependencies and handoffs
- Brainstormed and implemented workflow improvements and tools to streamline communication with internal teams and automate processes to minimize manual worker efforts
- Led content team in migrating and optimizing hundreds of multilingual content files that reach millions of weekly email subscribers; consolidated number of files by up to 75% to improve maintainability

Apple, IS&T Intern, Apple Online Store (Front End Engineering)

Summer '13

- Independently prototyped an interactive product viewing user experience in the online store
- Utilized HTML5, CSS3, and the Three.js library to create an in-browser 3D model environment

Microsoft, PM Intern, Windows Azure Application Platform Team

Summer '12

- Researched and designed a user workflow for initializing and customizing virtual machines
- Created and refined wireframes in PowerPoint for highest priority workflows and user scenarios
- Defined scope, features, and technical requirements that required approval across three divisions

Microsoft, Explore Microsoft Intern, Windows Intune

Summer '11

- Developed a prototype corporate app store in collaboration with two other Explorers
- Gained experience in multiple software development roles by rotating through PM, SDE, and SDET
- Programmed with C#, .NET framework, HTML, JavaScript, and CSS in Visual Studio

Michigan State University, Professorial Assistantship, College of Education

Aug '09 – May '11

- NSF-funded CAREER grant for mid-elementary online genetics curriculum under Dr. Michelle Williams
- Field work, data analysis, standardization and revision of HTML for the NSF CAREER project
- Designed and created NSF CAREER grant website and professional webpage for principal investigator

Awards and Recognition

Tau Beta Pi Member

Spring '14

Dean's List – all terms at Northwestern University and Michigan State University

Fall '09 – Winter '14

Google Scholar 2013 (LIME Scholarship Recipient)

July 2013

Hopper Volunteer at Grace Hopper Celebration of Women in Computing

Oct 2012

High Achieving Student Recognition, MSU Society of Women Engineers Awards Banquet

Feb 2011

Recognized students with the highest GPA in each engineering major and class

Google FUSE Participant (Seattle)

July 2010

Retreat for 50 successful and invested college sophomores historically underrepresented in CS

National Merit Scholarship Finalist

May '09 - June '13

Academic Activities & Outreach

NU Women In Computing (NU WiC), Co-Founder and President

Fall '12 - Spring '14

- Created an academic and social network to support a subset of underrepresented students
- Organized, fundraised, and coordinated charter trip for 11 attendees to Grace Hopper Celebration 2013
- Responsibilities included organization website, branding, and advertising content creation; event planning; grant applications; networking with faculty, students, and corporate sponsors

NU SWE Career Day for Girls Volunteer and Planning/Activity Committee Member

Feb '14, Feb '13, Feb '12

MSU Women In Computing (WIC) member

Fall '12 - Spring '14

- MSU Society of Women Engineers (SWE) Awards Banquet Co-Chair, WIC Representative
- Girl Scout Workshops: Helped teach and assist HTML/CSS sessions grades 6-10

Nov '10, Mar '11

Outreach/Teaching/Volunteering in CS

- Lansing Boys & Girls Club: Taught Scratch to upper-elementary students from an urban area Spring '11
- Honors x 2 Mentor: taught a gifted female elementary student HTML Sep '09 – Apr '10