

# Maia Materman

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## Education

### Olin College of Engineering

Needham, MA

BACHELOR OF SCIENCE IN ENGINEERING WITH A FOCUS IN COMPUTING AND HUMAN CENTERED DESIGN, GPA: 3.88/4.0

Expected Graduation: May 2022

## Skills

**Methods** Human Centered Design, Agile Methodologies, Data Analysis, Research Interviews, Linux, Documentation Writing, Waterfall Methodologies

**Tools** Trello, Airtable, Jira, Confluence, Microsoft Project, GitHub, Mural, Smartsheet, Advanced Microsoft Excel, Basecamp, Hootsuite

**Languages** Python, Java, Swift, Bash, C, JavaScript, Matlab, Mathematica, HTML, CSS, YAML

## Experience

### National Institutes of Health – National Center for Advancing Translational Sciences

Remote

PRODUCT MANAGEMENT FELLOW VIA CIVIC DIGITAL FELLOWSHIP

Oct. 2020 - Present

- Conceptualized of and authored inaugural NCATS Data Science strategic vision, empowering scientists to drive science and their own direction; planned and facilitated interactive strategizing sessions for 70+ people in **Mural**; devised and introduced an agile, user-centered, data-driven structure for regular reflection and improvement on vision tactics; defined key milestones and metrics; helped establish center-wide Data Science community
- Created first landscape and visualization of software efforts via interviews and surveys; automated inventorying and tracking processes in **JavaScript**

### Refugees Welcome!

Boston, MA

DIRECTOR OF TECHNOLOGY

May 2019 - Present

- Oversee maintenance of Migrant Service Map product; co-authored complete documentation including user help guides and contributor README; briefed leadership team on entire project; train service providers on its use; hire and manage technology interns; redesign and build new website

### Coalition on Homelessness San Francisco

Remote

POLICY AND ADVOCACY INTERN VIA OLIN PUBLIC INTEREST TECHNOLOGY FELLOWSHIP

May. 2020 - Aug. 2020

- Researched policies and advocated for people experiencing homelessness; co-developed policy recommendations; wrote letters; called legislators
- Assisted Executive Director with community coalition building and facilitation around Alternatives to a Police Response to Homelessness; hired facilitator; planned and supported meetings; analyzed survey data; managed mailing list; collaborated with non-profit and government partners

### Burnes Center on Poverty and Homelessness

Remote

RESEARCH INTERN

July 2020 - Sep. 2020

- Researched systemic causes of homelessness in America for an upcoming book; focused primarily on stigma, stereotypes, and social capital theory

### MakeMasks2020

Remote

HEAD VOLUNTEER COORDINATOR

Mar. 2020 - July 2020

- Led volunteer coordination effort to match masks and facilities during COVID-19; sent information to facilities and volunteers; tracked and visualized progress in **Airtable**; troubleshooted issues for volunteers. Directed over 82,000 masks to 522 facilities in three countries and every state in America.

### Olin College of Engineering

Needham, MA

TEACHING ASSISTANT – PRODUCTS AND MARKETS; MODELING AND SIMULATION OF THE PHYSICAL WORLD

Aug. 2019 - May 2020

- Course on entrepreneurship concepts; worked with faculty to add social entrepreneurship concepts and examples to curriculum; hosted office hours
- Course on data analysis in **Python**; created, coordinated, taught in and evaluated 1-on-1 tutoring program for struggling students; hosted office hours

### Onshape

Cambridge, MA

QUALITY ASSURANCE ENGINEERING INTERN

May 2019 - Aug. 2019

- QA-checked user stories; interacted with UX and Development to ensure consistency in product vision and user expectations; recorded bugs in **Jira**
- Automated internal Onboarding and Offboarding processes in **Python** using a variety of REST APIs; reducing tedious IT operations to a single click

## Projects

### Migrant Service Map

Feb. 2019 - Dec. 2019

- Led volunteer team of 25 professionals at Code for Boston on open source tool that connects Migrant Service Providers for enhanced client service; established and articulated product vision; collaborated with UX and Development teams to create and delegate tasks; wrote user stories; prioritized **Trello** board; ran weekly stand-up meetings; QA-checked completed items; held user research and testing sessions; spoke weekly with stakeholders

### Portabril Printer

Nov. 2019 - Dec. 2019

- Managed team of 5 to conceptualize and build a portable Braille printer; developed success metrics for each task; monitored entire project progress
- Wrote printer software in **Python** and **Bash**; including an English-to-Braille translator; Braille formatting and printing engine; and user input handler

### Joe Knows

Feb. 2019 - May 2019

- Co-designed and developed app and sensor system for public transit navigation with man who is visually impaired; held semi-weekly co-design sessions; created app in **Swift**; co-created proposal and presentation for transit authority. Currently awaiting funding to implement system-wide

### tl;dr

Nov. 2018 - Jan. 2019

- Co-developed a PDF parsing tool in **Java** for Massachusetts State Human Trafficking Unit in use today; determined officer needs; wrote software to screenshot content and place it in file trees; iterated regularly with feedback from users. Won 1<sup>st</sup> prize at MIT Hacking for Freedom Hackathon 2018

### Art Program for the Bridgewell Recuperative Care Center

Mar. 2019 - May 2019

- Co-conceived of and implemented art and wellness program for homeless respite; interviewed guests and staff; designed and facilitated art workshops; partnered with Staples to sponsor program to ensure sustainability. Received \$1000 grant from Massachusetts Coalition for the Homeless