Joyce Talavera

Berkeley, CA

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EDUCATION

University of California, Berkeley
Expected Graduation: Fall 2022 | GPA: 3.2
Political Science B.A. and Data Science B.A.

Goldman School of Public Policy
Expected Graduation: Spring 2025
Master of Public Policy

SKILLS & EXPERTISE

- Advanced: Microsoft and Google Suites
- Proficient: Python, R, STATA
- Policy Memo Writing Experience
- Project Management, Logistics, and Organization
- Conflict Resolution and Communications
- Diversity, Equity, and Inclusion Curriculum

EXPERIENCE

PROGRAM MANAGER / PEOPLE OPERATIONS
July 2020 - December 2021
Close the Gap Foundation | Sunnyvale, CA

- Improve end-to-end process for the COVID-19 Resiliency Microgrant program by cutting turnaround time by 50% and increasing application pool by 200%
- Develop research questionnaire for Social Impact Report and present internal findings to support Diversity, Equity, and Inclusion efforts
- Optimize time and resources as a 501(c)3 nonprofit through organizational analysis and success models

PPIA JUNIOR SUMMER INSTITUTE FELLOW
June 2021 - July 2021
University of California, Goldman School of Public Policy | Berkeley, CA

- Committed to a 6-week intensive program with coursework focused on quantitative, policy analysis, and communication skills
- Worked in collaboration with other students to complete policy memos regarding climate change, housing crisis, and higher education for marginalized communities
- Successfully learned STATA to communicate quantitative analysis through data visualization

OUTREACH COORDINATOR
May 2019 - May 2020
Pilipinx Academic Student Services | Berkeley, CA

- Managed a budget of over $1000 for the fiscal school year to conduct outreach events for high school and community college students throughout the Bay Area
- Orchestrated a week-long trip to the Central Valley consisting of 6 schools, 15 volunteers, and over 600 students
- Instituted a population-level assessment of Bay Area Title 1 Schools to optimize student-facing experiences

RESEARCH

BETA BUG TESTING RESEARCH ASSISTANT
Sept 2020 - Jan 2021
Statewide Database - University of California, Berkeley | Berkeley, CA

- Worked in collaboration of Statewide Database site developers to beta test California's redistricting database site
- Verified and cross referenced WCAG regulations and ADA Pacific resources to improve site accessibility
- Translated sensitive documents in unknown languages (Farsi, Mandarin, and Arabic) with short turnaround time

RESEARCH ASSISTANT
Sept 2020 - Feb 2021
Women in Tech Initiatives @ UC | Berkeley, CA

- Developed an educational and professional course for UC Berkeley Students, *Exploration of Inclusive Pathways into the Tech Industry*, aimed to serve under-represented minorities in tech
- Organized a UC-wide landscape analysis on the effectiveness of mentorship opportunities for undergraduate students, focusing on mentorship programs for students from marginalized backgrounds