### Professional Summary

### Data Analysis, Visualization, and Knowledge Sharing

### Deep experience with the entire data analysis process from data collection to knowledge sharing

### Expertise in quantitative and qualitative methodologies and tools

### Deep commitment to and understanding of data cleanliness, quality, and reliability

### Expert level survey, interview, and focus group skills and experience

### Wide variety of experience creating and using data collection tools for multiple audiences from communities to boards

### Passionate about creating data visualizations that meet the needs of stakeholders and funders, including reports, dashboards, infographics, and presentations

### *Google Data Analytics Certification in process (includes R and Python)*

### Monitoring and Evaluation

* **MEAL DPro certification**
* 15+ years experience in monitoring and evaluation for international NGOs, local nonprofits, and academic institutions
* Demonstrated expertise in the design and implementation of customized MEL systems, frameworks, contextualized indicators, and tools for specific organizational needs that align with best practices
* Highly skilled at gap analysis in relation to M&E systems - where are we, where do we want to go, and how do we get there
* Extensive experience integrating MEL systems with other organizational systems to improve efficiency and staff engagement
* Experience conducting numerous, internal program evaluations

Learning and Adaptive Management

* **Project DPro certification**
* Extensive experience incorporating learning and reflection opportunities for stakeholder groups in order to improve or adapt strategies
* Understanding of the integral connection between the quality and type of data and visualization available, and the ability to make good decisions
* Highly skilled at gathering and incorporating stakeholder feedback
* Demonstrated commitment to evidence-based decision-making and knowledge sharing

Capacity Building

* Strong commitment to embedding learning in systems to deepen understanding
* Expert facilitator and workshop designer, particularly for M&E systems, processes, and tools
* Highly skilled in assessing needs for capacity building and designing sessions that align with those needs
* Experience facilitating learning sessions with a wide range of stakeholders in a variety of contexts

### Chronological Professional Experience EarthRights International

*Senior Strategy Advisor - Global - Jan 2024 to Now - 100% Remote*

* Invited to lead the cross-regional, multi-lingual, five-year strategic planning design and process for 70+ staff in five countries
* Adapting the multi-phase process to meet emergent needs as they arise
* Developing a wide variety of tools for crowdsourcing input throughout the multi-phased process
* Developing documentation to create a shared understanding of the process, definitions, and theory of change model
* Leading the process and template design for the regional theory of change sessions
* Synthesizing and integrating regional theory of change models into a cohesive strategic plan for the organization
* Embedding decentralized, local-level decision-making into the entire process

*Global MEL Advisor - Global - Aug 2022 to Dec 2023 - 100% Remote*

* Led the organization's first, in-depth qualitative evaluation of its current strategic plan which is informing the new strategic plan
* Significantly improved the efficiency of the cross-regional annual planning and budgeting process by integrating a budget template into the activity-level work plans, creating a process for staff to easily indicate which activities are moving forward, and tightening the planning process
* Improved staff's ability to enter monitoring data by building a user-friendly data entry front-end that is integrated with a back-end system that allows for aggregation across the organization
* Led monitoring activities for teams in the US, the Amazon region, and the Mekong region
* Contributed to annual reports to major international donors

VISIONS, Inc.

*Director of Operations - United States - Aug 2020 to Jan 2023*

* Organizational work centers transformative diversity, equity, and inclusion interventions
* Led an operational team of three people spread across three time zones in the United States
* Day-to-day operations for a staff of 15 and a consultant network of 60+ people across the United States, including financial, programmatic, and donor reports
* Improved the organization's ability to access critical operational data by planning, coordinating, and implementing a full migration from one CRM system to another. The process was inclusive, iterative, and included user training and guidance.
* Improved the efficiency of organizational processes related to business development, fundraising, training, expenses, and reporting

Seefar Enterprises

*Director of Operations - Hong Kong SAR/Global - July 2018 to Mar 2020 - 100% remote*

* Organizational work centers migrant workers and refugees
* Led a cross-cultural operational team of six based in Mexico, France, Belgium, Indonesia, Afghanistan, and Australia; and led a globally-based, 60-member staff team along with three other directors
* Improved efficiency and effectiveness of financial management system by integrating the expense and accounting platforms and creating tighter financial controls
* Oversight for cash flow projections and Hong Kong bank account
* Responsible for financial management functions such as approving expenses, paying bills, and creating financial reports
* Successfully registered and managed entities in countries such as Nigeria, Indonesia, Afghanistan, India, and Hong Kong
* Global research for operational needs such as alternative bank accounts and risk insurance

#### EarthRights International

*Regional Deputy Managing Director - Chiang Mai, Thailand - 2017 to 2018 - Remote and Onsite*

* Promoted to this role internally
* Co-led a 20+ person team (international and local) based in Chiang Mai, Yangon, and Phnom Penh
* Developed, helped manage, and created tools for a 400k budget across three countries and five teams
* Designed and led annual planning sessions for staff in the Mekong office
* Developed and implemented organizational systems, policies, and processes for finance, operations, HR, and monitoring and evaluation
* Led numerous capacity building sessions and created related instructional resources in relation to the systems changes

*Planning, Monitoring, Evaluation, Learning, and Accountability Manager - Chiang Mai, Thailand - 2015 to 2017*

* Created, implemented, and socialized a customized monitoring system aligned with how teams naturally worked
* Developed indicators, targets, and MEL data collection tools for the Mekong region team
* Designed and implemented surveys and conducted quantitative and qualitative analysis
* Designed and led annual planning sessions for staff in the Mekong office
* Designed and led numerous capacity building sessions for environmental and human rights activists from Myanmar, Thailand, China, Laos, and Vietnam
* Designed and led capacity building sessions for staff at the Southeast Asia Development Program in Phnom Penh
* Developed complex proposals and reports for international funders, including the Swedish government, the Swiss government, and a private funder in Ireland

#### Chattanooga State Community College

*Director of Assessment and Planning - Tennessee - 2013 to 2015 - Onsite*

* Coordination of the collection, analysis, and synthesis of educational program data and evidence from 60 academic programs for the decennial accreditation process
* Supervised a team of two in the department of Institutional Effectiveness and Research, and successfully led faculty teams (up to 50 people) across the campus to collaboratively develop resources and assessment rubrics used for student learning
* Co-facilitated annual planning for the college and participated in departmental budget planning with 10 other team members
* Responsible for development and campus-wide implementation of an academic program assessment plan used for regional accreditation
* Compiled and analyzed the annual strategic plan report for the college each year
* Created a wide variety of stakeholder-specific analysis, visualizations, and reports for an initiative that measured student learning across the curriculum

Additional Experience Related to Monitoring and Evaluation from Previous Employers

* Creation and implementation of a mid-sized nonprofit organization’s first outcome measurement system, which included the creation of customized data collection tools and staff capacity building
* In-depth program evaluation for a mid-sized nonprofit organization focused on access to health care
* Advising local nonprofit organizations about how to define their outcome measurements
* Taught outcomes measurement and grant writing as the Associate Director at a Center for Nonprofits
* Extensive experience conducting research, needs assessments, and data analysis

### Education

* Bachelor of Social Work
* Master of Public Administration
* [Project DPro Certification](https://openbadgefactory.com/v1/assertion/3e16ebca7febdcad39021309887134e00f1c7251)
* [MEAL DPro Certification](https://openbadgefactory.com/v1/assertion/c6bea2a09c07357c64d451caeb687669ddfc9ef7)
* **IN PROCESS**:
  + Google Data Analytics Certification (includes R)
  + Project Management Institute PMD Certification

Recent Professional Development

* [Reckoning with White Femininity and Anti-Blackness](https://www.jenwillsea.com/events)
* [Fundamentals of Inclusivity](https://visions-inc.org/programs/#programs-fundamentalsofinclusivity)
* [Embodied Social Justice](https://www.transformativeprograms.com/esj-certificate-program-sales-page)
* [Network Leadership](https://www.converge.net/leadership-training)
* [Next Stage Facilitation](https://tendirections.com/offerings/integral-facilitator/next-stage/)

Software Platforms

* Google Workplace Suite (admin)
* Visualization tools (Tableau, R, PowerBI)
* Salesforce (admin/developer)
* Cloud database systems (Airtable, Zoho)
* Cloud project management systems (Asana, Wrike, SmartSheet and Trello)
* Qualitative software platforms (NVivo, Quirkos)
* Slack, Whatsapp, Signal
* Office 365, including Access (admin level)
* And more