

USERTESTING, Mountain View, CA**November 2016 – March 2017**

UserTesting is an on-demand human insight platform that quickly gives companies a first-person understanding of how their target audience behaves throughout any experience and why

Talent Coordinator (Contract)

- Coordinated dynamic calendars of executives, hiring managers, and candidates in order to schedule phone, video, and on-site interviews across multiple time zones and geographic locations
- Main point of contact for candidates throughout the application and interview process
- Supported human resources in drafting offer letters, initiating background checks, sending welcome letters, and hosting new hire onboarding

SALESFORCE.COM, San Francisco, CA**August 2016 – October 2016**

Cloud-based software company providing customer relationship management service and sells a complementary suite of enterprise applications focused on customer service, marketing automation, analytics, and application development

Executive Briefing Coordinator (Contract)

- Managed pipeline of internal requests to source over 200 speakers for 190 Executive Briefing Center meetings held during Dreamforce – the world's largest enterprise cloud computing event, directly contributing to over \$205M in influence pipeline
- Communicated effectively with Executive Assistants in order to coordinate schedules between Salesforce executives, Account Managers, and customers
- Improved team metrics by encouraging transparency of scheduling issues, resulting in overall increased success of completed requests

WAG LABS, INC., San Francisco, CA**June 2015 – August 2016**

Wag! is the #1 app for pet parents – offering 5-star dog walking, pet sitting, veterinary care, and training services nationwide

Regional Operations Manager (Early Team)

- Sole employee in Northern California during tenure
- Led regional recruitment process for independent contractors: post open positions, source candidates, schedule interviews, phone screen candidates, and process background checks
- Managed the onboarding process including new hire paperwork, conduct orientations, and confirm I-9 verification
- Built brand awareness and grow contractor headcount in Northern California
- Managed contractors by being main point of contact for scheduling, payroll, distributing promotional materials, delegating tasks, and all human resource affairs

EDUCATION**Bachelor of Science, *magna cum laude*, Political Science**

School of Politics and Global Studies

ARIZONA STATE UNIVERSITY, Tempe, AZ