

SUMMARY

Proven over a career spanning eight years, a results-driven, agile professional with a strong background in business management, nonprofit leadership, and mental health counseling. Skilled in budget management, financial forecasting, procurement, contract oversight, event coordination. Proven ability to innovate and streamline processes, develop grant proposals, and foster diversity and inclusion, while collaborating with diverse teams and stakeholders to achieve organizational goals.

EDUCATION

Master of Business Administration, Nonprofit Leadership and Management Certificate

Arizona State University

August 2023

Master of Counseling: Mental Health Counseling

Arizona State University

May 2017

Bachelor of Arts in Psychology, Minor in American Sign Language

Western Kentucky University

May 2015

TECHNICAL SKILLS

Superb skills in: Microsoft Office Suite, G-Suite, Public Speaking, Adobe, Asana, MailChimp, Calendly, Canva, Dropbox, DocuSign

Proficient in: Workday, Peoplesoft, ERA, Qualtrics, Slack, Salesforce

PROFESSIONAL EXPERIENCE

Arizona State University, Children's Equity Project

Tempe, AZ (Remote)

Assistant Director of Operations

Sept 2023 –

- Innovate daily operations for the Children's Equity Project (CEP), a university-based initiative to dismantle systemic racism in early learning systems and close opportunity gaps for young children
- Spearhead and develop administrative and operational processes for over 45 faculty and staff at ASU and system partners at 16 universities, non-profits, and research institutions across the country
- Manage comprehensive financial responsibilities, including budget forecasting, accounts payable, accounts receivable, and financial reporting, for the CEP's operational budget of \$6.7 million, which consisted of multi-year philanthropic and federal grants
- Manage contracts, invoicing, and billing for over 35 contractors
- Serve as a policy expert and liaison with Human Resources to support the development of staffing plans and facilitate the related recruitment, onboarding, off-boarding processes, and related staffing and development actions
- Supervise the CEP's communications specialist and administrative assistant
- Lead and supervise a fellowship committee (create and implement marketing strategies, execute verbal and written communication, utilize Microsoft Excel to review and organize fellowship data)

Operations Manager

July 2021 – Sept 2023

- Provide leadership and day-to-day program management of over 40 staff, students, and faculty at ASU and system partners at over 15 universities, non-profits, and research institutions across the country
- Oversaw the CEP's \$3.4 million operational budget composed of multi-year philanthropic and federal grants
- Develop procurement policies and procedures
- Assisted with the creation, modification, and submission of grant proposals and budgets
- Oversaw invoicing and billing for over 35 contractors
- Supervised the CEP's communications specialist
- Interviewed and hired research assistants and team members
- Managed the Director's complex and high-level schedule and wrote correspondence on her behalf.

- Coordinated virtual events for 900+ attendees (created event agendas, created and implemented marketing strategies via email and social media, created and executed written communication, and managed Zoom meeting/webinar registration lists, polling, and Q&As).
- Coordinate travel arrangements, meeting itineraries, and space reservations, and catering for group meetings of nearly 30 people
- Led and supervised a fellowship committee

Program Manager

July 2019 – July 2021

- Managed the Director's complex and high-level schedule and wrote correspondence on her behalf
- Interviewed and hired research assistants
- Created and distributed newsletters via MailChimp and social media to 2100+ subscribers, including stakeholders, faculty, early childcare professionals, government officials, etc
- Developed and oversaw the preparation and submission of grant proposals
- Led and supervised three scholarship committees (created and implemented marketing strategies, executed verbal and written communication, utilized Microsoft Excel to review and organize scholarship data, created training materials)
- Partnered with a web designer to create and maintain department website content and social media

Child & Family Support Services, Inc.

Phoenix, AZ

Direct Support Team Coordinator

April 2018 – July 2019

- Partnered with children and families, stakeholders, and various system partners to assess and coordinate care to address the strengths and needs of the children and families we serve
- Trained and supervised 6 behavioral coaches (created work schedules, reviewed and approved timesheets, provided clinical guidance, and promoted employee development)
- Supervised and coordinated the work of 180 clinical hours per week
- Recruited and hired behavioral coaches

Beyond Counseling, LLC

Mesa, AZ

Children, Families, and Couples Counselor

Dec 2016 – Sept 2017

- Provided outpatient therapy for children, adolescents, adults, couples, and families, utilizing various techniques including LGBT Affirmative Therapy, Play Therapy, and Sandplay Therapy
- Coordinated the schedules and caseloads of 5 clinicians
- Trained clinical interns
- Processed client payments and record maintenance for private payers and insurers
- Coordinated company continuing education seminars (recruiting attendees, facilitating verbal and written communication, and managing payments)

Arizona State University

Tempe, AZ

Diversity & Inclusion Management Intern

Aug 2015 – Dec 2016

- Worked to diversify the body of students studying abroad at ASU and ensure that underrepresented populations (i.e. students who are racial/ethnic minorities, undocumented, non-traditional, disabled, members of the LGBTQIA, etc.) were supported by the Study Abroad Office
- Delivered presentations to and collaborate with respective students, departments, and organizations to promote diversity abroad
- Utilized strategic social media techniques to promote diversity abroad
- Created promotional materials, online and print, using Canva
- Organized and led two scholarship committees

Wediko Children Services, Summer Program

Windsor, NH

Program Coordinator

June 2015 – Aug 2015

- Planned, created, and implemented academic and clinical program structures for over 150 clients, aged 7-19, and nearly 100 counselors, interns, and specialists
- Led procurement with a \$2.4 million budget
- Utilized Microsoft Office to create daily hourly schedules for 10 clinical cabin groups

- Planned and organized critical program events for 250-500 people, such as Arrival and Departure Day, Parent Visitation Day, Carnival Day, and off-site field trips
- Trained and supervised pre-vocational employees
- Documented and monitored the timesheets and payroll of pre-vocational employees