

PROFILE Skilled coordinator of finance, marketing and human equity mixed with sophisticated creative to yield a big impact for leading for- and not-for-profit businesses. Proven expertise managing and coordinating multiple and multi-functional business needs. Consistent record of excellence in delivering high-quality work leading to increasing levels of accountability in a short period of time.

- EXPERIENCE** **Executive Assistant** *The Takeaway, WNYC Radio* Current
- Key liaison between departments managing a national morning news program, responsible for budget tracking, story pitch and segment strategy, audio editing and interview transcription.
 - Leads staffing for The Takeaway as well as year-round internship program, writing job descriptions, online & career fair advertising, application review and interviewing.
 - Management of complex budget for The Takeaway ensuring monthly goals are met.
- Executive Assistant** *WNYC Radio* 03/08 – 06/09
- Direct report to the CFO and VP of Marketing & Digital Media, providing administrative support and research assistance on a variety of different projects.
 - Interfaced on a near daily basis with a wide range of departments including marketing, underwriting, community engagement, digital media, legal, engineering, information technology, and facilities.
 - Helped coordinate office move of 250 employees and maintain operations during 3-month transition period.
 - As board liaison, responsible for creation of board documents, minutes transcription, meeting coordination and logistics.
- Online History Projects Manager** *Center for History & New Media* 04/07 – 08/07
- Responsible for all aspects of Bracero History Archive project, a collaboration with Brown University and the Smithsonian to present the history of Mexican farm laborers during WWII and their contribution to the U.S.
 - Managed tasks essential to project execution, including monitoring progress of institutional partners and scheduling and directing quarterly meetings.
 - Researched primary and secondary source content for website.
 - Used web-based application for project management and information sharing.
- Office Manager** *Center for History & New Media* 08/05 – 04/07
- University Center liaison responsible for the management, marketing practices and inter-departmental relations.
 - Responsible for overseeing over \$5 million grant subsidies from federal, educational, and private contributors, pre- and post-award.
 - Develop and execute collateral materials in an effort to succinctly and effectively communicate CHNM resources and capabilities.
 - Also conducted primary and secondary research, including content for several multimedia projects such as Objects of History, a site devoted to teaching students and teachers how to use primary sources in education.

RESEARCH **Curatorial Assistant** *Rhode Island School of Design Art Museum* 12/04 – 02/05

- Gained curatorial and research skills while working in Prints Department of an internationally recognized arts museum.
- Exposure to museum management and interfaced with finance, education, and development departments.
- Catalogued previously undocumented poster collection in database and presented findings to curators and board of directors.

Research Assistant *National Museum of American History, Smithsonian* 06/04 – 08/04

- Worked directly with Smithsonian curator in the History of Technology division in research and development of American history collections.
- Designed and installed display of September 11th artifacts.
- Conducted research for project website, assisted in creation of a finding guide for photographic collection.

Research Assistant *Brown University* 06/03 – 12/03

- Synthesized a wide range of visual and textual content to document the beginning of U.S.-Japan relations through website, Perry visits Japan (<http://dl.lib.brown.edu/japan/>) with professor of American Civilization and Center for Digital Initiatives.

SKILLS Tools: Microsoft Office, Adobe Creative Suite, Wordpress, HTML, ProTools
Languages: Spanish, Italian, German

EDUCATION B.A. with Honors in American Civilization 05/05
Brown University, Providence, Rhode Island
Minor: Modern Culture and Media

George Mason University, Fairfax, Virginia
Graduate coursework in History and Digital History

Recipient of Andrew W. Mellon Internship, Minority Student Awards
Program Internship, two Undergraduate Teaching and Research Awards