

EDUCATION

Harvard Graduate School of Education

M.Ed in Mind, Brain, & Education |
2019 - 2020

- Coursework includes: *Innovation by Design: Projects in Ed Tech, Field Experience in Educational Entrepreneurship, & Redesigning Educational Systems for the 21st Century*

School of the Museum of Fine Arts @ Tufts University

C.E. Certificate in Graphic Design |
2018 - Present

Georgetown University

B.A. in Psychology | 2012 - 2016

- GPA: 3.7 / 4.0 (Magna Cum Laude)
- Dean's List Fall 2014, First Honors Spring 2014 and Spring 2015.
- Minors in English and Spanish.

SKILLS

- Design Thinking
 - User Research, Prototyping, & Formative Evaluation
- Communications
 - Strong writing, design, presentation, & interpersonal skills
- Graphic Design & Illustration
 - Freelance projects include custom infographics, logos, marketing/social media materials, posters, mobile & web illustrations
- Research Methods & Analysis
- Adobe Illustrator, InDesign, After Effects, & Premiere Pro
- Advanced Spanish

WORK EXPERIENCE

Manager of Learning Experience Design, Teaching & Learning Dept.

Harvard Division of Continuing Education | Oct 2022 - Present

- Management of the LXD team and Teach Partnership Program, which partners with faculty and administration to deepen student engagement through targeted projects and interventions such as redesigning activities and assessments, organizing course content, and creating custom multimedia learning assets such as welcome or instructional videos, visuals, and infographics.

Course Designer, Teaching & Learning Dept.

Harvard Division of Continuing Education | Feb 2020 - Oct 2022

- Partner with faculty to enrich student experience by reimagining and implementing courses across a range of disciplines and formats. Responsibilities include consultations with new & experienced instructors to identify needs, creation of custom assets such as infographics, slides, activities, and assignment briefs, improvement of course website organization and design, and management/tracking of multi-componential & inter-departmental workflows (coordination across course design, production, instructional technology, and teaching teams).

Teaching Assistant

Harvard Extension School | September 2021 - Present

- Course: *Designing Online Courses*
- Course objective: Enable students to explore the fundamental components of course design and become practitioners of pedagogy in the ever-changing world of online learning. Topics include working with subject matter experts, building community, translating in-person learning experiences, selecting digital tools, designing assessments, and evaluating course success.
- Responsibilities include design & implementation of live activities and asynchronous assignments/projects, grading, feedback, & mentoring.

Graduate Teaching Fellow

Harvard Graduate School of Education | August 2020 - May 2022

- Responsibilities include [re]designing courses for remote learning, including synchronous & asynchronous components: in-class activities & flow, co-facilitation of seminar discussions, development of lecture slides, Zoom management, creation of assignments & group projects, grading & student feedback, & maintenance/management of Canvas sites.

WORK EXPERIENCE

(CONTINUED)

- Courses:
 - *Entrepreneurship in the Education Marketplace* (56 students)
 - Course objective: Equip students to develop a business plan and Go-to-Market strategy for innovative, sustainable, and scalable education products and services.
 - *Digital Media Literacy (Modules: The Message & The Medium)*
 - Course objective: Introduce students to the ethical issues underpinnings surrounding the design and development of educational materials using digital technologies and artificial intelligence.

Project Manager, Applied R&D

Consulting Services for Education | Oct 2020 - Present

- Consulting with the Harvard Division of Continuing Education on the 60 Year Curriculum Project - building research, teaching and programming around a lifelong curriculum which will equip institutions to help learners become nimble and successful through six decades of learning, upskilling, career and technological changes, and transformative growth.

Manager, Marketing & Communications

Consulting Services for Education | Oct 2020 - Present

- Creation of compelling communications by bringing together a deep understanding of product development, educational content, market demands, and design.
- Business consulting for educational companies and organizations including SWOT analyses, market research, and strategic recommendations for growth and development of sales/marketing channels.

Cognitive Intervention & Research Program Manager

Carroll School | Jun 2017 - August 2019

- Management, development, and implementation of the Targeted Cognitive Intervention (TCI) program for grades 4-9:
 - Analysis of student cognitive, academic, & SEL data, development of teacher training materials, faculty coaching, & development of introductory neuroscience curricula.
- Creation & Presentation of Informational/Marketing Materials:
 - Curriculum presentations & informational sessions
 - Information graphics & videos/webinars
 - Content for Carroll Connection publication, school blog, and social media platforms.
- Research & Collaborative Projects:
 - Authored white paper on underlying theory and practice of TCI.
 - Collaborated with members of the Harvard Neurocognitive Lab on visual identification project.
- Director of 6-week adjunct Summer@Carroll TCI Program (100+ students) - supervision, training, & coaching of summer interns & counselors.
- [Additional role]: Co-leader of a professional learning group of educators and administrators focused on understanding issues of diversity, equity & inclusion in the classroom and larger school community.

Cognitive Intervention & Research Specialist

Carroll School | Jun 2016 - Jun 2017

- Implementation of the Targeted Cognitive Intervention (TCI) program for grades 4-9:
 - Delivery of standardized cognitive assessments to all students in grades 4-9;
 - Use of TCI software platform to monitor student data/progress & coach students and faculty.
- Worked with the Director of Research; created communications materials for parents, educators, administrators, and potential investors and teacher training materials.

Nature & Science Specialist

Cambridge Montessori School Summer Passport Program | Jun 2013 - August 2013

- Designed a unique Nature and Science curriculum for children ages 4-11 aimed at increasing knowledge in areas of biology, ecology, and the environment through creative artistic, project-based and hands-on learning.