

EXPERIENCE

- 2015 - 2020 **Marketing Manager + Project Support, Group 4 Architecture, Research + Planning**
South San Francisco. Balanced responsibilities of marketing management and production, business development, and project and administrative support. Tasks included: tracking marketing prospects for public projects; creation/assembly of proposals and statements of qualifications; interview preparation and exhibits (yielding an above-average win rate); subconsultant coordination; design awards submittals; project photography coordination; conference session proposals, exhibits, and logistics; surveys, reports, and presentations for facilities master plans, feasibility studies, condition assessments, code research, and community needs analyses; exhibits and presentations for community meetings, community engagement, stakeholder workshops, and vision summits; website design oversight and website content development and management; social media messaging/presence; project administration (schedules, meeting agenda, and meetings with clients and consultants); planning, pre-design, and design support (including site and code research, programming, conceptual design and massing, financing, highly legible visual graphics, maps/infographics); resource management (report templates, filing); co-founder of Beer:30 Committee.
- 1/15 - 5/15 **Design + Communications Consulting, Freelance**
Oakland. Assisting startups and nonprofits with communications strategy, messaging, outreach, and collateral, including for BALLE, Democracy Works, New Avenue Homes, Young America Creative, and Open Architecture Collaborative.
- 3/14 - 11/14 **Communications, Taylor for U.S. Senate; Anderson for Insurance Commissioner**
Kansas. Social media and website management (Wordpress); press outreach and coordination; press releases and media kits; e-newsletters; media tracking; print collateral; event organization; photography; candidate representation.
- 4/14 - 8/14 **Manager of Marketing and Communications (Interim), BALLE**
Oakland (Business Alliance for Local Living Economies is now Common Ground). Social media and website management (Drupal); blog and newsletter copy and layout; graphics development; media and news tracking; conference message planning; mission promotion and advocacy; partner promotion and engagement; toolkit document layout and development. "Top 10 Tweeters on Economic Transformation," Guardian UK (bit.ly/10ttwtr).
- 2011 - 2013 **Communications Associate, Architecture for Humanity**
San Francisco. Social media (Twitter following of 200K) and website management (Drupal); monthly newsletter; annual report assembly and release; press releases and press kits; inquiries and interviews; network outreach and contact management (Salesforce); online platform development; fundraising campaign development; project and program reporting; partner coordination; internal and external presentations, advocacy, and written work. Published in a+u, BIOCITY, Huffington Post, Guardian UK.
- 2/10 - 10/11 **Design Fellow - Haiti & Students Rebuild, Architecture for Humanity**
San Francisco and Port-au-Prince. Management of partner program; field and program reporting; web presence and accessible content; newsletter composition; partnership development; French translation; field office resource coordination.
- 1/10 - 2/10 **Volunteer, Architecture for Humanity**
Haiti volunteer coordination; content, layout, graphics, peer review, translation of rebuilding manual.

EDUCATION

- 2018 **Master of Arts in Interdisciplinary Design Strategies, IADT Dun Laoghaire**
Ireland (Institute of Art, Design, and Technology) and Oakland. Design research project supplementing IWB program: digital interface to optimize public library access; community needs report; UX design.
- 2007-2008 **Certificate in Interdisciplinary Design, Institute Without Boundaries (IWB)**
Toronto. Graduate program applying innovative design approaches to theoretical and practical projects. Co-developed a resilient rural renewal proposal for the Government of Costa Rica.
- 2001-2007 **Bachelor of Architecture, California Polytechnic State University (Cal Poly)**
San Luis Obispo. Including study abroad at École nationale superior des beaux-arts, Paris; Design Village lightweight structure competition; College of Architecture & Environmental Design (CAED) student council; CAED Ambassadors program founder; accreditation board (NAAB) selected furniture; French, music, and philosophy classes.
- 2001 **Diploma, Topeka High School, Topeka, KS**

SKILLS

Adobe (InDesign, Illustrator, Photoshop); Microsoft (PowerPoint, Excel, Word, OneNote, Teams, Outlook); SketchUp; AutoCAD; Web platforms (WordPress, Drupal); CRM (Salesforce); copy writing/editing; layout and graphic design; drawing/watercolor/hand rendering.