

US Permanent Resident

A senior manager with a strong background with education, non profits, community building, marketing, project management, Web 2.0, public relations, and business development.

PROFESSIONAL EXPERIENCE

PROGRAM AND COMMUNICATIONS MANAGER (CALIFORNIA AND WASHINGTON DC)

2004 - current

Design and implementation of complex cross functional programs for non profit organizations.

ASHOKA, WASHINGTON, DC - CURRENT

Developing high profile project for international entrepreneurship non profit. Partnering with communications, fundraising and education departments to ensure adherence to branding and global stakeholder expectations. Conducting multi level research to identify feasibility of board adoption, internal departmental goals and community contributions.

- Leading brainstorm processes and writing proposal documents for board approval.
- Conducting a cross functional analysis leading to major project enterprise.
- Designing outreach events that will utilize business leaders and community partnership.
- Identifying potential strategic partners who will support initiatives.
- Linking global community initiatives through creative exchange of ideas.

ALAMEDA POINT COLLABORATIVE, ALAMEDA, CA - 18 MONTH ENGAGEMENT

Produced advocacy activities that increased support from funding agencies. Forged partnerships between strategic partners that enhanced awareness of organization. Facilitated high profile community outreach initiatives that increased media stories. Trained community participants to create powerful advocacy communication tools.

- Achieved critical strategic alliances between peer organizations and community participants.
- Produced online and print communication materials that utilized community contributions.
- Implemented citywide advocacy training workshops that led to public adoption of the initiative.
- Increased public relations that led to a 50% increase of feature stories in regional newspapers.
- Utilized existing resources to produce high profile educational materials.

READING PARTNERS, SAN FRANCISCO AREA, CA - 3 MONTH ENGAGEMENT

Reviewed organizations constituency engagement practices. Researched current model and led solutions consultation that supported volunteer expansion. Coached management team through challenging engagement analysis. Reviewed and produced a debriefing report on new growth opportunities.

- Collaborated with Executive Director and Director of Operations on confidential SWOT analysis.
- Identified improved online volunteer recruitment strategies.
- Advised Executive team on website enhancements that increased volunteer participation.
- Designed and conducted new business development retreat for directors.
- Advised senior managers on community engagement best practices.

SOCIAL VOCATIONAL SERVICES, CA - 8 MONTH ENGAGEMENT

Implemented new public relations and networking strategies for non profit commercial venture. Established northern California new business development functions. Launched and wrote statewide online newsletters and print magazine. Increased the agencies participation in critical industry and government networking.

- Conducted internal communications training that improved professional image at trade show events.
- Led cultural change initiative that improved staff and client relations.
- Strengthened relationships with funding agency through face to face meetings.
- Negotiated with state and federal government departments that led to increased recognition of non profit.
- Represented organization at high profile public events through public speaking and marketing materials.

WEAVE, SACRAMENTO, CA - 2 YEAR ENGAGEMENT

Developed public access programs to increase awareness for countywide agency. Significantly increased public participation in education programs and fundraising. Generated critical high profile media attention including feature articles, television and radio stories. Enabled direct solicitation with major donors.

- Integrated non profit's core business focus into nationally recognized cultural programs.
- Established seven high visibility public access projects.
- Incorporated volunteers more effectively into the scope of organizations outreach activities.
- Wrote compelling communications that led to 80% increase of feature media stories.
- Designed major donor and fundraising events that improved revenue prospects.

CURRICULUM DEVELOPER AND INSTRUCTOR (SF BAY AREA & SACRAMENTO) 2000 - 2006

Designed and managed cutting edge educational programs.

SACRAMENTO UNIFIED SCHOOL DISTRICT, SACRAMENTO, CA - 9 MONTH ENGAGEMENT

Managed complex high profile education programs for public and private schools. Consulted and facilitated internal stakeholder and volunteer participation. Managed extensive consultative processes that led to breakthrough best practice models. Advised school district on logistical requirements and provided technical specifications for evaluation.

- Identified weaknesses in previous consultation and successfully achieving decisive resolution
- Led a 500+ multi-generational stakeholder contributors to achieve outstanding results.
- Guided stakeholders through complex logistics and organizational deliberations.
- Negotiated project logistics that ensured deliverables were on time and below budget.
- Led creative teams of 100+ through full life cycle collaborative workshops.

O'HANLON CENTER, MILL VALLEY, CA - 14 MONTH ENGAGEMENT

Designed and facilitated organizational development seminars for non profit center. Led a consultative process with stakeholders that resulted in major enterprise breakthroughs. Supported membership director to review services that improved sustainability of organization. Facilitated multi disciplinary projects for stakeholders.

- Designed a cultural change process that increased commitment to organizations sustainability.
- Provided strategic planning recommendations that led to significant revitalization of the board.
- Enhanced membership relationships and developed innovative new creative programs.
- Provided non profit management guidance that stabilized operations.
- Increased fundraising, participation of major stakeholders and public recognition of projects.

COMMUNITY MEDIA PRODUCER 1997 - 2000**AUSTRALIA COUNCIL AND SAN FRANCISCO STATE UNIVERSITY (AUSTRALIA AND US)**

Developed award winning new media education and community networking resources. Produced Australia's first online national clearing house for advocacy and community participation. Secured 100% operational funds, recruited specialist creative teams and managed full life cycle of projects. Prepared media release materials and conducted national public launch campaign.

- Met with international Web 2.0 leaders and researched innovation in service delivery.
- Collaborated with global stakeholders improving accessible online resources.
- Negotiated with national peak organizations on ownership and contribution strategies.
- Raised awareness of Web 2.0 through sector conferences, seminars and publications.
- Represented government at national conferences and seminars, influencing communities and Web 2.0.

EDUCATION

Advanced Coaching Certification, Institute of Transpersonal Psychology (Palo Alto, CA)

Post Graduate Certificates: Multimedia (TAFE) and Communications (Monash University), Australia

Bachelor of Arts – Sydney Institute of Technology, Australia

Diploma of Business Administration – Stones College, Australia