

OBJECTIVE: Internship in an organization specializing in education policy research and implementation.

EDUCATION

M.Ed. **University of California, Berkeley**
School of Education, expected May 2020

B.A. **Sonoma State University, 2014**

EDUCATION RESEARCH EXPERIENCE

January – June 2019

Special Projects Consultant – West Contra Costa Unified School District

- Designed and implemented assessment of secondary level “Safe Schools” after-school tutoring program for at-risk students using quantitative and qualitative tools of analysis. Authored report for key decision-makers in school administration.
- Designed and implemented statistical evaluation of academic performance differences by ethnicity and gender using 800 records, student database of all grades 6-8 at El Cerrito Middle School.
- In conjunction with the Superintendent of Schools, facilitated and recorded work of district-wide goal-setting policy committee for West Contra Costa Unified School District.

SKILLS

Policy Design and Implementation

- Interpreted and implemented personnel directives and decisions for over 400 tenured academic and research personnel in compliance with university, state and federal employment policies.
- Initiated and designed training program in hiring procedure policy compliance for managers and supervisors in large academic departments.

Planning and Administration

- Created computer-based tracking system to facilitate retrieval of 100,000 document data set.
- Created and maintained multi-room library of materials for two major civil litigation proceedings.
- Provided executive-level administrative support to UC Berkeley Dean, including managing Dean’s calendar and travel arrangements.
- Compiled and reviewed confidential documentation for legal compliance in tenure-level academic personnel cases.

Communication

- Designed, wrote and edited 16 page alumni/donor newsletter sent to 1,500 individuals & corporations.
- Coordinated confidential communications between Chancellor’s and Dean’s office on personnel matters.
- Counseled faculty members on university-wide benefits and human resource policies and procedures.
- Prospective Student Interviewer – Vassar College Alumnae Association.

EMPLOYMENT

University of California, Berkeley	Administrative Specialist	2016 – 2018
Morrison & Foerster, San Francisco, CA	Paralegal	2014 – 2016

COMPUTER SKILLS

Microsoft Office Suite, SPSS, Adobe PhotoShop & PageMaker