



URBAN PLANNING & TRANSPORTATION

Researching creative community engagement around mobility justice.

Adaptable, reliable professional with experience navigating diverse environments. Easily build rapport and manage relationships with customers, colleagues, collaborators, and communities across public and private sectors. Recognized resource for prompt guidance and documentation.

Proficient in prioritizing and balancing multiple concurrent tasks.

Always working towards cultural competency, safe spaces, and uplifting marginalized voices.

Core Competencies Include:

Online & In-Person Community Outreach and Engagement | Time Management & Organization | Analytical & Creative Problem Solving | Research | Marketing & Design | Windows, Mac, Linux | Microsoft Office + Teams | Google Drive + Meet | Skype | Zoom | ArcGIS | SketchUp | L^AT_EX

SELECT EDUCATION

| | | |
|---|----------------------------------|-------------|
| Masters in Urban and Regional Planning | San José State University | 2022 |
| Intro to Statistics & Intro to ArcGIS | Las Positas Community College | 2019 |
| Bachelor of Arts (BA) in Physics | Bryn Mawr College | 2007 |

RECENT EMPLOYMENT

COUNTY OF ALAMEDA TEMPORARY ASSIGNMENT POOL, Oakland, CA 2019 – *ongoing*

Administrative Assistant, Health Care Services Agency (2019 – *ongoing*)

Assigned to Alameda County Care Connect initially as scheduling assistant to the Deputy Director. Managed office admin needs both in person and remotely. Anticipated other needs and took on special projects to balance load across the administrative team. Solely responsible for writing and publishing monthly staff newsletter. Lead coordinator and primary contact for weekly whole-team project update meetings.

Clerk I, Assessor's Office (2019)

Organized and filed documents, maintained file logs, and received and discharged files for staff.

FERTILE GROUNDWORKS, Livermore, CA 2018 – 2019

Garden Intern / Assistant Garden Manager

Managed groups of up to 80 one-day volunteers to accomplish the day's tasks consisting of seed and seedling planting, weeding, harvesting, soil amendments and bed preparation in 72+ beds on a quarter-acre farm. Delivered harvest to local food pantries. Organized and assisted with other volunteers' work. Guided members of the public through the U-Pick self-harvest and outreach process. Updated the harvest log both on paper and digitally to track 20,000+ lbs of yearly produce. Took point on re-invigorating compost processes and tracked its progress.

Associate General Manager

Produced handmade, stone-ground chocolates for a small business food manufacturer. Contributed to business decisions on new products, shop layout, and potential additional income streams. Independently opened/closed chocolate shop daily.

Space Planning Officer

Presented, discussed, and negotiated office space requirements with the Warwick Medical School and Life Sciences. Researched and wrote a white paper about social study spaces on campus in collaboration with representatives from Estates and the Student Union, which was presented to and approved by the central planning group.

RELEVANT PROFESSIONAL SKILLS

Writing & Projects

- 🔸 Final Paper : [A global, regional, and local look at the Tempo BRT line](#) - regional planning (pdf)
- 🔸 Final Paper : [Constitutional Rights of Homeless Individuals](#) - transportation law (pdf)
- 🔸 Write Up : [Conversations with professional planners at TransForm](#) - regional planning (pdf)
- 🔸 ArcGIS Project : [Population density and income near East Bay bus stops](#) - intro to ArcGIS (pdf)

Outreach & Engagement

- 🔸 Fielded, coalated, and analyzed feedback during and after events to generate action items.
- 🔸 Cultivated and maintained positive relationships with co-workers, customers, and clients.
- 🔸 Assisted with set up / clean up, tabling, registration, bookkeeping, urgent queries, emergency fire procedures, and all other aspects of event and workshop lifecycles.
- 🔸 Provided in-person, phone, and digital event support for professional and community environments with empathy and dignity.

VOLUNTEER HIGHLIGHTS

Mentor / Facilitator for Ecotherapy – [ARC CIC](#), Leamington Spa, England, 2016 – 2018

Curation Co-Lead – [FIGMENT Oakland](#), CA, 2015

Founding Board Member / Event Host – [Bay Area Blues Dance Society](#), CA, 2014 – 2015

Activity Lead / Assistant – [Girls Science Institute @ ExplOration](#), San Francisco, CA, 2014, 2015

Fire Safety Volunteer and Trainer – [The Crucible](#), West Oakland, CA, 2008 – 2015