



Researching creative community engagement around mobility justice.

Adaptable, reliable professional with experience navigating diverse environments. Easily builds rapport and manage relationships with customers, colleagues, collaborators, and communities across public and private sectors. Recognized resource for prompt guidance and documentation. Self-directed and confident with remote work. 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
- › Analytical & Creative Problem Solving
- › Time Management & Organization
- › Marketing & Design
- › Research & Writing

Technical Skills:

- › Windows, Mac, Linux
- › Microsoft Office & Google Workspaces
- › Adobe Creative Suite & Inkscape
- › ArcGIS & SketchUp
- › HTML + CSS & \LaTeX

SELECT EDUCATION

Masters in Urban and Regional Planning	San José State University	2020 – 2022
Intro to Statistics & Intro to ArcGIS	Las Positas Community College	2019
Bachelor of Arts (BA) in Physics	Bryn Mawr College	2003 – 2007

RECENT EMPLOYMENT

SAN JOSÉ STATE UNIVERSITY RESEARCH FOUNDATION 2022

Lead Writer, Community Outreach Recommendations

Follow-up to the URBP 295 Capstone Planning Studio final group report in fall 2021. Solely responsible for writing up the Community Outreach Recommendations and integrating it into the existing report. Coordinated a small team to engage [Veggielution](#) staff to ensure contents met their requirements.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT, San Francisco, CA 2021

Community Engagement Summer Intern

Collaborated with members of the Community Emissions Reduction Program and Path to Clean Air Steering Committee from the Richmond / North Richmond / San Pablo AB617 communities. Solely responsible for developing [a mapping tool to collect community stories about air pollution](#) in the area to strengthen and target emission reduction programs, and [unified hub page for future projects](#). Assisted with selecting recipients of a grant program to target feedback from historically under-represented and overburdened communities. Made regular progress reports to the Steering Committee and Community Engagement department. Developed a deep understanding of Brown Act processes.

COUNTY OF ALAMEDA TEMPORARY ASSIGNMENT POOL, Oakland, CA 2019 – 2021

Administrative Assistant, Health Care Services Agency (2019 – 2021)

Assigned to [Alameda County Care Connect](#) 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. Managed office transition from in-person to fully remote.

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 campus planning group.

RELEVANT PROFESSIONAL SKILLS

Writing & Projects

- 🟡 Community Pollution Mapping : [Social Pinpoint and Community Outreach](#) (website)
- 🟡 Final Paper : [San Pablo Ave BRT implementation options](#) - policy analysis (pdf)
- 🟡 Final Paper : [Constitutional Rights of Homeless Individuals](#) - transportation law (pdf)
- 🟡 Final Paper : [A global, regional, and local look at the Tempo BRT line](#) - 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 LEADERSHIP

Associate Editor – APA NorCal [Northern News](#), online, 2022

Appointed Student Representative for SJSU – [Northern California APA](#), 2021 – 2022

Elected President of TRANSITION SJSU student club, 2021 – 2022

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