

EXPERIENCE

Digital Product Management Co-op

National Geographic Education

07/2016 - 12/2016 | Boston, Mass.

- Collaborated on QA and UX work flow for novel app product
- Developed graphic design for digital supplements
- Edited online workbooks and classroom presentation tools for 8 product releases
- Implemented audio and video captions to enhance language comprehension

News & Product Development

CivicUp

11/2014 - 12/2015 | Remote work

- Worked closely with early state civic tech startup team to build an online platform for civic engagement
- Iterated product coverage and tone for news team Spearheaded curated newsletter research and design
- Created and conducted early user survey to inform social & communication strategy

Summer Associate

Dept. of Economic Development, City of Saco

04/2015 - 08/2015 | Saco, Maine

- Worked directly with Director on infrastructure planning for Saco's first start-up competition
- Developed & conducted downtown Business Inventory and Business Needs Assessment Surveys
- Took on Interim Executive Director position of "Saco Main Street", a partner in the National Main Street Center. Responsible for the organization's event management, public outreach, and attending meetings with city stakeholders

Field Organizer

Cutler for Maine

12/2013 - 11/2014 | Portland, Maine

- Recruited and trained volunteers for Maine's two most populated counties
- Scheduled and managed bi-weekly phone banks and weekly neighborhood canvas events
- Managed campaign's Field, Finance, and Communication's volunteers workflow;
 ensuring all were appropriately trained and engaging voters

Tutor and Academic Coach

JBG Educational Group

02/2013 - 12/2013 | Greater Boston

- Tutored high school, middle, and elementary school students in academic subjects, primarily mathematics
- Prepared students for SAT and ACT tests by establishing benchmarks, setting goals, and reviewing practice tests
- Coached and customized study habits for students with executive functioning and other learning disabilities

Client Service Associate

Motus LLC (formerly CRS, Inc.)

02/2011 - 03/2013 | Newton, Mass.

- Managed client relationships using program's proprietary web-based and mobile software
- Provided instruction to resolve technical and interactive client issues
- Joined product team QA ahead of new releases and bug fixes

Research Associate

Chatham Partners

06/2010 - 02/2011 | Waltham, Mass.

- Scheduled and conducted in-depth telephone interviews with corporate decision makers
- Analyzed data on web-based portal and Excel databases for client use
- Prepared client deliverables and reports

TOOLS

Design



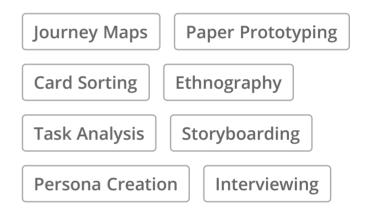
Development



Data



UX Methods



EDUCATION

Journalism & Innovative Media

Northeastern University

2015 - 2017

Anthropology Bates College

Dates Colle

2004 - 2008

CURRENT VOLUNTEERING

BOLD Class Volunteer Bates College

2011 - ongoing

Act as a class agent to raise money for endowment