

Skills
Knowledge
Qualifications

Qualifications Summary

Accomplished, detailed-oriented professional with **nine years** of experience in **domestic and international education** including project management, research, program design, curriculum development, international training, and classroom teaching. **Working knowledge of French, Chichewa.**

Employment History

Activities Manager, Safe Schools Program, DevTech Systems, Inc. Sept. 2005-Aug. 2006

- **Manage** and coordinate the implementation of nine **program** grants in **Ghana and Malawi**;
- Provide support in the supervision all program operations including compliance with **USAID regulations, policies, and procedures**;
- **Edit**, publish, and disseminate program research products, curricula, and workshop reports; ensure high quality of all program-related deliverables;
- Coordinate and track all program activities including workshops, conferences, monitoring and evaluation support, and production of research materials.
- **Interface with non-governmental organizations, Government agencies, and the public** to raise awareness of **school-related gender-based violence**.

Analyst/Program Specialist, Academy for Educational Development, Mar. 2004-Aug. 2005

- Synthesized and conducted **technical analyses** of education sector, reports, and program work-plans;
- **Researched** and analyzed **trends in education**, including effectiveness of USAID and other donor projects, lessons learned, use of IT in education, non-formal education, literacy, and workforce development;
- Created regional and cross-regional education statistical profiles in response to congressional queries; and
- Conceived and produced outreach materials on **USAID regional and mission education programs** and related topics for use at international conferences, meetings, and symposia.
- Developed, procured, and oversaw implementation of **technical training** for US, in-country, and third-country programs for USAID-sponsored participants;
- Monitored training programs through site visits, phone calls, and regular contact with training providers;
- Managed participant data in a timely and accurate manner; ensured efficient operation of project database;
- Maintained and updated website including Request for Proposal Design postings, and project success stories.
- Received AED "Spotlight Award" for outstanding project coordination.

Curriculum Development Coordinator; Prison Fellowship Malawi, Jan. 2003-Feb. 2004

- **Designed** and implemented health and **HIV/AIDS non-formal education program** for former inmates in accordance with National AIDS Commission policy: *A Call to Renewed Action*;
- **Wrote** and presented project proposals and budgets to create an agricultural field school; and
- **Liaised** with government officials, private sector, and community groups on public awareness campaign.

Secondary School Teacher; U.S. Peace Corps, Malawi, Oct.2000-Dec.2002

- Conducted multiple professional development workshops on curriculum content, lesson planning, and participatory rural appraisal; and taught **English** and introductory **French** at the secondary level;
- Established life-skills clubs, **mentored** 160 participating students, and trained ten Malawian counterparts; and
- Won, administered, and implemented a U.S. Ambassador's Self-Help Fund grant for school improvement.

Secondary School Teacher; Hayward High School, Hayward, California, Jun. 1997-Jun. 2000

- Taught freshman English, advanced level English as a Second Language, French, "Career Choices" vocational education course, and organized and implemented month-long study abroad program to France.

Education

Harvard University, Graduate School of Education, Cambridge, Massachusetts

- **Master of Education**, International Education Policy, 2007

St. Mary's College, Moraga, California

- California Professional Clear **Teaching Credential**, 1997

University of California, Davis, California

- **Bachelor of Arts**, cum laude, English literature; minor in French language and literature, 1996

Skills and Activities

- Proficient in Microsoft Office, InDesign, SPSS, and internet database research;
- Active member of the Comparative and International Education Society.