

## 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.