

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.