

EDUCATION

- Sep 2001– June 2006 **HARVARD UNIVERSITY** **CAMBRIDGE, MA**
- Bachelor of Arts in Biology, *Cum Laude*, May 2006 GPA 3.479
 - Honors certificate in Neurobiology; Program in Mind, Brain & Behavior
 - Thesis Grade: Excellent (*cum laude* equivalent), Recommended for High Honors in Field
- Sep 2003– Dec 2003 **NATIONAL OUTDOOR LEADERSHIP SCHOOL (NOLS)** **LANDER, WY**
- Completed semester in leadership, risk-management, teamwork, wilderness travel & medicine, and the environment

EXPERIENCE

- June 2012 – Present **INSTITUTE FOR POLICY STUDIES, PROGRAM ON INEQUALITY AND THE COMMON GOOD** **BOSTON, MA**
Coordinator, Jamaica Plain Forum
- Cutting-edge think tank for peace, justice, & environment; Collaborating on vision & strategy for a New Economy
 - Curating and promoting public speaker series (jamaicaplainforum.org), including 43+ events with 2,600+ attendees
 - Directing marketing & communications, cohesive brand with 2,200+ social media followers, 3,000+ email subscribers
 - Managing operations for 15+ person office, coordinating with landlords, managing supplies, coordinating space use
- Sep 2009 – Present **FIRST PARISH IN BROOKLINE, UNITARIAN UNIVERSALIST** **BROOKLINE, MA**
Parish Committee Member (Trustee/Board Member)
- Collaborating to lead vibrant mid-size (~250 member) church through period of transformational growth
 - Served on Diversity Caucus and Choir Director Search Committee
 - Raised \$15,000+ for AIDS benefit *Harbor to the Bay* bike ride with church cycling team
- June 2008– Jan 2013 **UNITARIAN UNIVERSALIST COMMUNITY COOPERATIVES, INC.** **BOSTON, MA**
Co-Founder/Board Member/Resident
- Originated vision and strategic plan for 12-member co-op devoted to sustainability, spiritual practice, social change
 - Co-founded non-profit, facilitated 70+ one-to-one meetings, recruited and managed 8-member planning team
 - Directed real estate search & purchase; organized renovations and oversaw implementation
 - Collaborated to raise \$140,000 in investments, \$18,000+ in donations, and secured \$300,000 primary mortgage
 - Co-created strategic plan for corporate leadership transition and plans for future growth
- June 2010– Jun 2012 **M. SHODAHL FINISH CARPENTRY** **BOSTON, MA**
- Apprenticed to finish carpenter, mastered a variety of woodworking, metalworking, masonry tools & techniques
 - Learned a variety of construction materials and methods on gut rehab of 100-year-old Queen Anne Victorian home
- Aug 2008– Jan 2010 **MASS BAY DISTRICT OF UNITARIAN UNIVERSALIST CONGREGATIONS** **BOSTON, MA**
Youth and Young Adult Ministries Coordinator
- Collaborated with District staff to deliver broad range of programs & services to congregations & members
 - Coordinated programs for youth (14-18) and young adults (18-35) in Metro Boston area
 - Advised 55 local congregations in ways to strengthen their ministries to and with young people
- Sep 2007– Nov 2008 **OBAMA FOR AMERICA** **VARIOUS LOCATIONS (NH, SC, DE, OH, PA, FL)**
Field Organizer, Regional Get-Out-The-Vote (GOTV) Lead
- Recruited and trained approximately 1,000 Primary Election volunteers in 5 states
 - Managed teams of 5-500 volunteers, interns, and staff for voter contact and public events
 - Coordinated Advance, Political, Media, and Secret Service teams for candidate events
 - Explained and advocated for then-Senator Obama's policy plans to groups of 1-100
 - Engaged awareness-raising conversations with over 5,000 voters in person and on the phone
- ADDITIONAL SKILLS
- Fluent in conversational Spanish. Proficient in written Spanish
 - Intermediate Python. Basic HTML, PHP. Advanced Adobe Creative Suite, Google Sketchup
 - Current member of Boston University Masters Swim Team