

## Summary

Looking for a recruiting programs opportunity where I can leverage my project and program management experience to help build a company talent capacity and support a healthy organizational culture.

## Professional Experience

### CO-FOUNDER & COO

#### *Plus Digital Solutions / Oakland, CA (Feb 2018 - Sept 2018)*

- Performed a needs analysis for small business in the areas of marketing, business processes and operation efficiency.
- Designed marketing materials and websites with vending capability.
- Developed and executed strategic sales plan to drive new business opportunity.

### BUSINESS DEVELOPMENT CONSULTANT

#### *Mahalio / San Ramon, CA (May 2017- Jan 2018)*

- Developed a pricing model for strategically positioning Mahalio shipping service in an effort to further growth and generate potential revenue.
- Rebranded logo, website and established sales pipeline to captures users from the site.
- Researched and identified opportunities to initiate new client relationships.

### BUSINESS MANAGEMENT ASSOCIATE (TEMPORARY)

#### *Greenberg Inc./ Emeryville / Feb 2017 - May 2017*

- Provided administrative and project management support to the CEO in the area of finance and accounting.
- Wrote, developed, and coordinated approved marketing content for multiple platforms. Provided regular updates regarding the success and challenges of marketing efforts.
- Monitor and participate in online conversations, personified the company in a positive, helpful manner.

### FOUNDER & EXECUTIVE DIRECTOR

#### *Congo Bolingo Inc. / Oakland, CA/Kinshasa, D.R. Congo (2011-2016)*

- Founded and managed projects in education, sustainability, and health for self-governance for a village of 1400 people.
- Partner with village residents and local stakeholders in creating a blueprint for a civil society model with maximum opportunities for villagers to improve land and quality of life.

### BUSINESS CONSULTANT

#### *UPLift / Luzon, Philippines (2015 – 2016)*

Informed UPLift (Micro Finance Institution) business strategy in the areas of finance, marketing, and technology for increasing market share, enabling clients to be autonomous and gain financial capital, as a sustainable business.

### STUDY COORDINATOR/ ASTHMA CASE MANAGER

#### *UCSF Benioff Children Hospital Oakland / Jan 2014 - Dec 2015*

- Managed over 40 volunteers as program navigators in a randomized controlled trial.
- Mentored 8 seniors volunteers into managerial positions and reduced operations cost by 40%.
- Recruited over 1500 through community engagements for an asthma study targeting African Americans and Latino Americans.
- Provided case management services for over 600 families from diverse socioeconomic backgrounds within the bay area.
- Increased asthma clinic's patients show rate from 52% to 90%.

## Skills

- Program Design & Management
- Outreach & Engagement
- Business Consulting
- Public Speaking
- Staff Training and Development
- Conflict/Issues Resolution
- Organizational Diagnosis
- Operation Strategy
- Cultural Competency & Humility
- Cross-Functional Communications
- Bilingual: French & English

## Software

- Photoshop, Adobe Illustrator, Adobe Acrobat
- NetSuite, Nexonia, Google Suite, Microsoft Suite, Asana
- Pro Tools & Logic

## Education

ST. MARY'S COLLEGE OF CALIFORNIA,  
Moraga, CA

**Master of Business Administration, Trans-Global Executive Program, 2016**

ST. MARY'S COLLEGE OF CALIFORNIA,  
Moraga, CA

**Bachelor of Arts in Leadership and Organizational Studies, 2014**

LARRY SEEGER SCHOLARSHIP  
*Award for demonstrating significant potential for leadership and contribution.*

## Volunteer

### TECH & CAMPAIGN BRANDING

Amos White for Alameda City Council

Dec 2014- Jan 2016

### VP OF GLOBAL EVENTS

NetImpact St. Mary's College Chapter

Dec 2014- Jan 2016

### UNION REPRESENTATIVE

UCSF Benioff Children Hospital

May 2006 - Dec 2013