

NADINE ROSE CAROLE

nadinerose2124@gmail.com • 415-475-9509 • @roseintivoli • linkedin.com/in/nadinerose • SF Bay Area

OBJECTIVE

Dedicated program manager with 8+ years of expertise in successfully building out processes and programmatic structure to execute on impactful projects focused on design innovation, engagement and operations. Ability to be flexible in fast paced environment with independent time management, task prioritization, and proven track record of proactively problem solving to provide sustainable solutions. Looking for a program manager role.

EXPERIENCE

Program Manager || AT&T Foundry || PALO ALTO, CA || Sep 2016 – Present

AT&T Foundry is a tech innovation lab powered by individual contributors rapidly bringing strategic ideas to execution. Responsible for operations, project management, culture and engagement.

- Project lead on Futurist Report series representing industry thought leadership in collaboration with key partners with a viewership of 5,000+ over 3 of the reports, and attendance of 100+ at internal readouts for contributors; reports focused on developing relationships with cross-functional teams including designers, marketing and public relations
- Engage internal & external teams, including executive visits involving, meeting facilitation, logistics and presentations
- Support Foundry activities such as recruiting, project planning, and aligning team goals with company roadmap
- Creating assets for company culture including an employee culture handbook, the development of research instruments to capture and synthesize impact across the team, an updated external engagement intake process and a design review
- Introduced design driven initiatives to establish predictable workflow through research, focus groups and building relationships with internal and external stakeholders resulting leading to improved communications of success
- Project manager for individual contributors on technical work including machine learning, 5G use cases and networking

Project Manager || Google via Adecco || MOUNTAINVIEW, CA || Aug 2015 – Aug 2016

Google Developer Groups is a centralized engineering team empowering external developers within 700+ chapters and 100+ countries. Responsible for program development, infrastructure and community.

- Served as a dependable point of contact for 5 global campaigns including a study program reaching 10K+ participants; campaigns focused on community social impact and involved external vendors as well as internal team collaborations
- Led the management of Women Techmakers Leads community including the oversight of 180+ events for International Women's Day 2016 contributing to a 30% increase of year over year demonstrating growth and higher community impact; IWD success and engagement efforts were demonstrated through reporting of creative metrics shared with leadership
- Produced brand driven programming and infrastructure through community playbooks while partnering cross-functionally to streamline communications, resources and processes to support 30+ program managers and 700+ meetups
- Collaborated with GDG Working Group team members by preparing agendas, keeping conversation on-track and establishing best practices for action items and deliverables for global programs focused on community revitalization

Food Tech Founder || Galley || SAN FRANCISCO, CA || May 2014 – Aug 2015

Galley is an online platform created to connect food vendors with commercial kitchens. Responsible for go-to-market strategy, client acquisition, data analytics, marketing, outreach and product development.

Operations and Product Lead

- Tracked product development including market research (e.g. interviews with 100+ users), UX/UI testing and product strategy, demos for clients and venture capital companies; Galley was considered in the final round for Tumml Accelerator
- Built an infrastructure for the company through sourcing, recruiting and on-boarding 3 consultants that worked on business development and design; created a culture handbook and established a food vendor meetup of 100+ members
- Completed Founderspace Bootcamp; wrote business plan, created demo deck, developed branding and incorporated

Business Administration Advisor

- Authored strategic business development recommendations for startup clients in food tech, health, wellness and diversity verticals including community management insights, content marketing, client acquisition outreach and success metrics

NADINE ROSE CAROLE

nadinerose2124@gmail.com • 415-475-9509 • @roseintivoli • linkedin.com/in/nadinerose • SF Bay Area

Analyst (Contract) || NEW YORK REGION, NY || Sep 2013 – May 2014

Barclays and Jefferies are top tier banking institutions. Responsible for compliance and reporting.

Corporate Social Responsibility @ Barclays Capital

- Conducted 1500 + adverse news searches and background checks using due diligence on 50+ nonprofit entities and associated parties using LexisNexis, WorldCheck, Alacra, Guidestar and Google with the purpose of choosing annual potential grantees; worked with internal employees to boost volunteer engagement with organizations receiving funding

Compliance Investment Banking @ Jefferies, LLC

- Performed forensic analysis of at risk bank accounts using resources such as LexisNexis, the Bankers Almanac and the U.S. Securities & Exchange Commission as well as remediated 1000+ accounts using anti-money laundering and KYC guides

Afterschool Coordinator || DC Public Schools || WASHINGTON, DC || Aug 2010 – Aug 2011

DC Public Schools encompasses over a 100 local educational institutions. Responsible for the curriculum development, staffing and evaluation of an elementary school afterschool program for 120+ students.

- Designed a curriculum focused on mentorship, passion and skill building requiring relationship building with 6 local community organizations with student services; piloted a cooking class for 4th and 5th graders with 95% participation
- Spearheaded the recruiting, training and evaluation of 10+ staff who served as teachers and aides for afterschool students
- Created surveys with a distribution focus on relevant stakeholders including teachers, administration and students; integrated data results into planning of academics and activities resulting in 75% improvement in meeting success metrics

Program Assistant || DC Public Schools || WASHINGTON, DC || Mar 2009 – Jun 2011

DC Public Schools central office oversees the infrastructure of public schools in the city of Washington DC. Responsible for staffing, recruiting, onboarding and the launch of summer intern program.

- Excelled in providing high level customer service focus in a fast-paced environment by handling all incoming issues to 98% resolution over 15 months including influencing partnerships between HR and all other departments and hiring managers
- Oversaw candidate hiring (Talent Management System) from selection to first accurate pay check for 1000+ candidates; upgraded and implemented new orientation presented to incoming employees
- Designed PeopleSoft position creation guide for internal use as a reference within Human Resources and distributed through internal trainings based on expertise in PeopleSoft data cleanup during reorg of HR internal management

SKILLS

Project Management: Design Thinking, Scrum, Asana, Trello, Evernote, Slack, Google Suite

Technical: Beginner programming (HTML, CSS, Javascript), Google analytics, UX/UI

Database Management: Excel, SPSS, Quickbase, Peoplesoft, Foundersuite

Social Media Strategy: Buffer, Hootsuite, Facebook, Twitter, Instagram, Pinterest

PROFESSIONAL ASSOCIATIONS

Norcal Columbia Alumni Board || Board Member & Co-President || SAN FRANCISCO, CA || Dec 2014 - Present

CODE2040 || Fellows Selection Volunteer || SAN FRANCISCO, CA || Apr 2015 – Present

+Acumen Fund SF Chapter Board | Partnerships Committee Lead | San Francisco, CA | Jan 2017 - Aug 2017 Young

Young Women's Social Entrepreneurs || Board Member & Co-Chair || SAN FRANCISCO, CA || Dec 2014 - Dec 2016

EDUCATION

General Assembly || Front-end Web Dev || SAN FRANCISCO, CA || Aug 2016

Columbia University || Masters of Social Work, Social Enterprise & Management || NEW YORK, NY || May 2013

Olivet Nazarene University || Bachelor of Arts, Political Science & Communication || BOURBONNAIS, IL || Aug 2008