**C****LARISSA NEGRETE**

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**EDUCATION: UNIVERSITY OF NOTRE DAME** South Bend, IN

Mendoza College of Business BS, Finance; International Peace Studies GPA: 3.22 *5/2009*

**WORK EXPERIENCE:**

**Dropbox:** *Product Manager,* San Francisco, CA *5/2015 – Present*

* Set team goals and manage execution for Recents, Notifications and home screens in Dropbox for mobile, web and desktop
* Manage rollout and analysis of new experiments while working with the Marketing and PR teams to message changes publicly
* Work with User Research and Design teams to develop successful product roadmaps and onboarding experiences for users

**Dropbox:** *Project Manager,* San Francisco, CA *5/2014 – 5/2015*

* Served as the liaison between the engineering team that worked on recruiting software/tooling and company stakeholders
* Surfaced and prioritized user reported feedback/bugs on the recruiting tool and workflows associated with our products
* Set semi-quarterly goals for the team and communicated their progress in a bi-weekly newsletter to the recruiting org
* Transitioned the workflows and data from our tool to new software serving as the POC for all process related concerns

**Facebook:** *Project Manager,* Menlo Park, CA *1/2014-4/2014*

* Managed the n00b onboarding process for the Product Operations team by coordinating with trainers, revamping training format, auditing the training content, gathering feedback and iterating on it
* Built an ongoing skill development and training program for the Product Operations team in order to up level the entire team
* Created weekly reports on what our team works on and how we are performing against our goals and the company goals

**Facebook** *Product Specialist,* Menlo Park, CA *1/2013 – 1/2014*

• Supported the mobile web product engineering team with user feedback and data analysis by surfacing top bugs and feature requests to the team to iterate on our existing products and guide the roadmap for new projects

• Prepared for product launches by working with the User Insights team, the Content team for messaging and NUX compilations, as well as our QA teams for thorough testing of the products

• Communicated with cross-functional teams regarding policy for how our users find help content and report spam/abuse

• Spearheaded company-wide mobile dogfooding and triaging of employee bug reports and prioritized issues and advocated for the user experience within appropriate engineering teams

* + Traveled to India to do a week of research in the field with how our users interacted with our products on basic phones

**Facebook** *User Operations Specialist,* Austin, TX *3/2011-Present*

* Coordinated with product specialists, product managers, and legal teams for major launches and the corresponding support
* Led the Verification Working Group and UEX Working Group, surfaced user pain points, and delivered those insights to staff
* Became subject matter expert for the Access team, trained onboarding team members and became a policy point of contact for all teams that touch Access workflows in the Dublin office and HQ

**Augustinian Volunteers,** *International Volunteer,* Chulucanas, Peru *12/2009-12/2010*

* Taught basic, intermediate, and advanced English courses in the parochial high school, and Diocesan seminary,
* Taught basic computers courses as a part of the course training to a group of women in a micro lending program.

**SKILLS:**

* Ruby on Rails, SQL, Asana, All Google products (slides, sheets, docs etc), Excel, basic Tableau, fluent in Spanish

**LEADERSHIP:**

* Product Manager mentor for new grad product managers at Dropbox meeting once a week to guide on challenges.
* Served as S&S Quality POC for the Dublin Quality Team and revamped their quality review process while at Facebook
* Led the effort for the ATX access team to utilize data to review TPS quality and fleshed out the quality reviews

**ACTIVITIES:**

**Next Door Shelter**, *Volunteer,* San Francisco, CA *5/2015 – Present*

* Regularly volunteer serving meals at one of many ECS locations as well as help organize gift drives.

**Dropbox For Good Ambassador** *7/2014 - Present*

* Serve as the volunteer coordinator for the Product and Engineering teams in my org

**Austin Partners in Reading**, *Mentor,* Austin, TX *10/2011 – 1/2013*

* Visit bilingual elementary school for reading, tutoring, and mentoring for students who were learning English.