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<b>Education</b>	<p><b>M.A. Educational Transformation—Policy and Advocacy, 2020</b> Georgetown University</p> <p><b>B.A. Political Science and Education—History and Policy, 2011</b> Brown University</p>
<b>Present Position</b>	<p><b>Research Associate, edCount, LLC</b> <i>March 2016 – present</i></p> <p>Support project directors with the planning and execution of project deliverables, management of personnel, and other resources. Work independently and with other staff to design research instruments, collect and analyze data, and author reports and presentations.</p>
<b>Projects</b>	<p><b>Strengthening Claims-based Interpretations and Uses of Local and Large-scale Science Assessments (SCILLSS)</b> – Serve as project coordinator on a four-year Department of Education funded grant. Manage data collection and analysis for pilot study of educator- and expert- developed tasks with participating educators across three partner states. Contribute to the development of professional learning materials articulating a principled design for creating classroom science assessment tasks. Coordinate travel and logistics for onsite annual meetings for over 20 individuals, including state department of education representatives, staff from four organizations, and 10 expert panelists. Collaborate and negotiated with vendors to remain within budgetary parameters. Wrote quarterly newsletters published on <a href="http://scillsspartners.org">scillsspartners.org</a> iterating project updates and accomplishments. Track and project spending for the Director of Administration. Copyedit and finalize Microsoft Office documents to ensure high-quality work deliverables. Draft PowerPoint training presentations to ensure common understanding and best practices. Manage access and organization of online of online sharing platforms, including Box and Google applications. Conceptualize the delivery of assessment literacy training modules in Adobe Connect.</p> <p><b>Nebraska Classroom Science Assessment Development</b> – Support the development of professional learning materials to guide educators through designing science classroom science assessment tasks using a principled-design process. Prepare materials for professional learning sessions. Manage logistics for two, week-long virtual professional learning sessions via Zoom.</p> <p><b>Education for the Deaf Act (EDA) Implementation Technical Assistance – the Laurent Clerc National Deaf Education Center</b> – Serve as co-data analyst and reporting associate; Analyze summative assessment data in Microsoft Excel and support development of annual technical summary reports and documentation. Track federal and state guidelines for accountability and reporting. Communicate guidance to the Clerc Center for implementation of Maryland’s <i>Every Student Succeeds Act</i> state plan. Assisted in the planning and development of professional development modules for educators.</p> <p><b>Washington Access to Instruction and Measurement (WA-AIM) Alignment Evaluation</b> – Served as logistics coordinator and co-analyst. Performed quantitative and qualitative analysis. Authored report sections. Contributed to the production</p>

and finalization of the evaluation report for the Washington Office of Superintendent of Public Instruction.

**Georgia Milestones Assessment System Alignment Evaluation** – Served as project coordinator for the planning and execution of an alignment evaluation of the Georgia Department of Education’s (GaDOE) Milestones for Grades 3-8 in ELA, Mathematics, Science, and Social Studies. Arranged and managed onsite meeting logistics for approximately 80 individuals. Supported quantitative analysis. Contributed to the production and finalization of the evaluation report for the GaDOE.

**Tennessee Comprehensive Assessment Program – Alternate (TCAP-Alt) – Science and Social Studies** – Contributed to the production and finalization of social studies and science alternate content and assessment modules for grades 3 – 8 and high school.

**Mississippi Assessment Program – Alternate Alignment Evaluation** – Supported quantitative analysis. Contributed to the production and finalization of the report for Mississippi’s Subject Area Testing Program (SATP2) in English II and Algebra I.

## **Professional Experience**

### **After School Mentor, Higher Achievement**

*September 2017 – December 2018*

Prepared weekly math lessons for a group of four grade 5 students. Instructed students, one-on-one and in groups, on math content aligned to the Common Core standards.

### **Junior Advocate, Binder and Binder**

*June 2012 – March 2016*

Drafted and edited legal compositions and correspondence within strict deadlines. Prepared cases for hearings by communicating with clients to address concerns and logistical complications, conducting mock witness interviews, and performing research. Analyzed client files and managed their development by troubleshooting problems and providing directives for further claim development. Evaluated potential evidence and determined its pertinence to individual claims. Recommended claims for expedited administrative processing or termination based on Social Security Administration guidelines.

### **SAT Prep Tutor, New York Cares**

*December 2015 – March 2016*

Prepared weekly SAT lessons for a group of high school juniors. Coached students, one-on-one and in groups, through practice exercises and examinations by providing test-taking strategies and techniques.

### **Corps Member, City Year, New York**

*May 2011 – June 2012*

Managed 10 corps members during winter programming, acting in a supervisory capacity and providing operational support. Worked collaboratively with 10 corps members to facilitate programming at an after-school program for 65 school-age students. Led literary tutoring for a small group of third-grade students and provided classroom support for an individual teacher. Spearheaded the development,

logistical planning, and execution of an event for 250 people to improve communication and synergy within both individual teams and the New York corps. Developed and facilitated presentations and training for corps members using PowerPoint, including graphs and charts imported from Excel. Collaborated with the Operations Staff to fundraise \$12,500 for winter programming by creating and implementing fundraising events for the New York corps.

**Intern, New York City Department of Education**

*June 2010 – July 2010*

Provided administrative support to four staff members. Examined and contributed to the development of the curriculum used by the Department of Education's supplemental educational services after school program. Developed an inventory catalog of curriculum resources available and being used in Excel. Attended meetings with staff and school administrators concerning after school programming.

**Intern, Congressman Joseph Crowley**

*June 2009 – August 2009*

Attended meetings with, and on behalf of, staff members with constituents. Inputted constituent information into an internal database. Screened incoming phone calls, e-mails, and mailings. Drafted correspondence for staff.

**Honors &  
Awards**

Member of Pi Sigma Alpha, May 2011