

**EDUCATION**

**M. Ed. Educational Psychology - Applied Developmental Science, 2018**

University of Virginia

**B.A. Psychology, 2016**

Christopher Newport University

**PRESENT  
POSITION**

**Research Assistant, edCount, LLC**

*2019 – present*

Provides administrative and clerical support to associates and senior staff in the execution of project task and research activities; Participates in the compiling, analyzing, and summarizing quantitative and qualitative data; Supports all requests for editing, proofreading, and formatting reports, proposals, and other client deliverables; Prepares reports, presentations, digital media, and other materials for alignment studies, standard setting studies, expert panels and meetings, and focus groups; Managing logistics and providing onsite support for panels, students, and focus groups; Hosts virtual meeting spaces for all online trainings and provides technical support

**PROJECTS**

**Assessment Alignment Evaluations**

Serve as leading support for managing, monitoring, and updating project timeline to ensure all deadlines are met; lead support for weekly internal meetings; prepare rating sheets, standards documents, and additional materials for onsite workshops; manage logistics and provide onsite support for panelists; provide support in compiling, analyzing, and summarizing qualitative and quantitative data; assist in report writing tasks; format and copyedit reports. Current and previous alignment studies include:

**Georgia Alternate Assessment 2.0 Alignment**

**Indiana Department of Education, ILEARN and I AM Assessments**

**Louisiana English Language Proficiency Test**

**Louisiana LEAP 2025**

**North Carolina General and Alternate Assessment**

**Tennessee TCAP General and Alternate Assessment**

**PROFESSIONAL  
EXPERIENCE**

**Data Analyst & Administrative Support, Levine School of Music, Washington, D.C.**

*2018 – 2019*

Led a task force exploring the impact of faculty retention on student retention. Analyzed trends in job satisfaction survey responses from Levine's 175 faculty members. Designed and analyzed results of a public opinion survey on student impressions of Levine. Compiled comprehensive summaries of analysis results to share with management personnel. Drafted course catalog for fall, spring, and summer course offerings.

**Community Development Intern, Music Resource Center, Charlottesville, VA**

*Spring 2016*

Designed curriculum for a high school Music Industry Technology course. Created a comprehensive guide with information on all units and lessons in the course. Developed activities and assessments to go along with the curriculum. Coordinated with the course teacher in deciding how to most effectively convey the new curriculum to students.

**Special Education Classroom Assistant, Newport News Public Schools, Newport News, VA**

*2013 – 2016*

Worked with a class of special education students. Assisted the teacher in administering reading, writing, and math lessons to students. Worked one-on-one with individuals having difficulty understanding lessons.

**PROFESSIONAL  
ORGANIZATIONS  
& HONORS**

Valedictorian, Christopher Newport University, 2016

Gregory Klich Academic Achievement Award, Christopher Newport University, 2016

Alpha Chi National Honor Society, Christopher Newport University, 2014-2016

Psi Chi Psychology Honor Society, Christopher Newport University, 2014-2016