

*A thorough, results-driven, organized leader with expertise in education, policy, and advancing civil rights and social justice causes. Versatile professional with 20 years of experience in federal and state governments, nonprofits, and schools. Award-winning manager of projects and teams. Talented education practitioner. Accomplished message strategist. Experienced storyteller and Cabinet-level speechwriter for three U.S. Secretaries of Education across two presidential administrations.*

## EXPERIENCE

### **The Education Trust, Senior Adviser to the President and CEO**

February 2017-Present

\$152,445/Year

Washington, DC

- Serve as the chief writer and message strategist for John B. King Jr., president and CEO and 10th U.S. Secretary of Education, by researching, writing, and editing speeches, op-eds, essays, long-form articles, and other communications
  - Written work featured in major national publications, including *The New York Times*, *ELLE Magazine*, *Teen Vogue*, *The Hill*, *U.S. News & World Report*, *The Afro*, *Education Week*, and *The 74*
  - Prepare high-visibility, high-impact messaging for the president and CEO, the organization's vice presidents, and staff authorized to speak on the record with journalists, on podcasts, and via television interviews, including MSNBC, CNN, *60 Minutes*, CBS, PBS, and BET
  - Manage and craft internal communications, including a widely read monthly organizational newsletter, distributed to more than 100 staff, the board of directors, and funders
- Write high-level speeches and lead the organization's six-member speechwriting team by setting priorities and message strategy; assigning work to be accomplished; editing and approving products; and developing writers to improve their craft
  - Successfully manage more than 120 public appearances for the president and CEO each year
  - Secured nearly a half million dollars for the organization by booking highly rated speaking engagements
- Partner with the president and CEO to set the vision and values for the organization by leading strategic planning, annual goal setting, and the continued development of organizational culture
  - Plan and facilitate professional learning and bi-annual organizational retreats for staff from across the country
  - Manage, facilitate, and set the agenda for senior leadership team meetings
  - Led the development of the organization's first diversity, equity, and inclusion policy and *Culture Book*
- Increase the capacity of The Education Trust to achieve its mission by providing leverage and counsel in moving high-stakes projects forward, collaborating with other leaders from across the organization, drafting and monitoring plans, setting milestones, and developing new processes for workflow
  - Partnered with the chief operating officer and director of human resources to improve recruitment and hiring systems, resulting in more streamlined processes and the onboarding of more diverse talent
- Advise the president and CEO on organizational strategy and efficiency, communications, and the best uses of his time by utilizing extensive experience in education practice and policy, external relations, and management
- Spearhead special projects by collaborating with vice presidents and executive directors, and manage a nimble team in the office of the president

### **U.S. Department of Education, Chief of Staff for Communications Development**

January 2013-February 2017

\$123,223/Year

Washington, DC

- Led the strategic direction and vision for agency messaging as part of the communications senior leadership team
  - Directed the rollout of agency announcements, coordinating closely with the White House and working at the highest levels across every office within the Department of Education
  - Developed communications plans based on deep knowledge of education law, regulations, and programs
  - Established innovative systems for disseminating evidence of progress in education to the public
  - Refreshed the agency's online presence by leading the creation of new branding
- Supervised the speechwriting team by setting and adjusting priorities, making decisions on workflow and assignments, generating solutions to complex challenges, and editing and approving speeches and other publications
  - Wrote major addresses and managed the production of nearly 200 speeches per year for the secretary of education, deputy secretary, under secretary, and other senior officials
- Spearheaded projects and led specialized teams
  - Project managed and wrote much of President Barack Obama's [final report](#) on education to the nation, detailing progress under the Obama-Biden administration's education agenda
  - Counseled the team providing states with technical assistance to implement *The Every Student Succeeds Act*
  - Co-led the working group on priority communications and outreach for early childhood education

### **U.S. Department of Education, Senior Communications and Press Manager**

June 2012-January 2013

\$97,936/Year

Washington, DC

- Managed communications and production schedules and coordinated workflow for the press team, collaborating closely with the assistant secretary for communications and outreach and the press secretary

- Edited and approved media advisories and press releases announcing agency initiatives, funding, and events, and secured high-leverage interviews for the secretary of education
- Developed innovative methods of disseminating messages on key priorities
  - Co-produced videos for social media, developed webpages and infographics, and planned online engagements
  - Led trainings on best practices for branding, outreach, speechwriting, and social media engagement

**Academic Sabbatical to Harvard University**

June 2011-June 2012

Earned master's degree in education policy and management

Cambridge, MA

- Led communications for the Massachusetts secretary of education related to the governor's Gateway Cities initiative

**U.S. Department of Education, Senior Communications Manager**

May 2008-June 2011

\$94,969/Year

Washington, DC

- Developed communications plans and campaigns to advance the Obama-Biden administration's policies and priorities, including communications related to the *American Recovery and Reinvestment Act*
- Planned events with the secretary of education, the President of the United States, First Lady, celebrities, and public figures, including managing the logistics and optics of multi-state back-to-school bus tours, working with governors, mayors, and state and local educational agencies
- Managed the Department's \$1.5 million contract for the national TEACH campaign to increase the number, quality, and diversity of people seeking to become teachers, particularly in high-needs schools

**U.S. Department of Education, Writer/Editor**

January 2005-May 2008

\$73,420/Year

Washington, DC

- Served as editor-in-chief of the online newsletter, *The Education Innovator*, which was cited in the 2006 Editorial Projects in Education Research Center report, *Influence: A Study of the Factors Shaping Education Policy*
- Co-created the agency's first blog, wrote forewords for the *Innovations in Education* book series under the secretary of education's by-line, and co-produced the agency's television program, *Education News Parents Can Use*
- Co-led the Department's internal communications division, serving nearly 4,000 employees at the Department
- Managed federal grants and created the policy abstract for President George W. Bush's Adjunct Teacher Corps

**Heads Up: A University Neighborhood Initiative, Site Director**

August 2004-January 2005

\$35,000/Year

Washington, DC

- Recruited, supervised, and directed dozens of tutors, mentors, and community liaisons
- Established and sustained partnerships with universities and local organizations to provide services to children
- Managed the program budget and maintained data for enrolled children and key personnel

**National Academy Foundation School, Teacher**

August 2002-August 2004

\$34,000/Year

Baltimore, MD

- Delivered high-quality, differentiated instruction for hundreds of diverse students in accordance with state standards
- Built and maintained strong school-community engagement practices by collaborating with the school district, local employers, community organizations, and parents and families
- Created professional development programming for fellow teachers and administrators and spoke at orientation events

## EDUCATION

**Harvard Graduate School of Education:** Cambridge, MA

Ed.M.: Education Policy and Management, 2012

**Connecticut College:** New London, CT

BA: English, Certification in Secondary Education, 2002

**John Cabot University:** Rome, Italy

Study Abroad, Fall 2000

## HONORS

Outstanding Employee Ratings (2002-2021) | Award for Excellence in Government (2014) | Nominated for Federal Communications Employee of the Year and Sustained Achievement Award (2014) | Award for Exceptional Management of Strategic Communications (2012, 2013) | Award for Superior Management of the Federal Summer Literacy Series (2009, 2010)

## MEMBERSHIPS

Board of Directors, Easterseals DC MD VA (2020) | Board of Directors, Literacy Council of Northern Virginia (2020) | Emerging Leadership Institute Fellow, Leadership Fairfax (2020) | Volunteer, Biden-Harris Campaign (2020) | Alumni Advocate, Harvard University, Graduate School of Education (2019) | Volunteer, Scholarship Fund of Alexandria (2019) | Supporting Community Member, Education Writers Association (2018-2021) | Volunteer, Full Stop (2018-2019) | Volunteer Partnership Coordinator, A Wider Circle (2017-2021) | Alumni Advisory Board Member, Teach For America (2011-2012) | Education Policy Fellow, Institute for Educational Leadership (2006) | Member, Phi Beta Kappa (2002)