

WORK EXPERIENCE

D.C Department of Human Services, Chief of Staff, Washington, DC, February 2017 – Present

- Executive Team member managing external affairs and implementing operational and policy priorities related to Department's \$600 million budget and 1,200-person workforce.
- Leads diverse team of 20 responsible for external communications, legislative affairs, and stakeholder engagement for priorities such as ending homelessness and administering public benefits.
- Manages the Department's front office, including overseeing strategic scheduling for the Director, day-to-day constituent services and communications, and delivery of high priority special projects.
- Co-leads the Department's response to COVID-19 pandemic to modify operations in shelter system serving over 6,000 individuals and bring public benefit administration online for 300,000 residents.
- Supports implementation of organizational priorities, including the transformation of the family homelessness system and overhaul of service delivery in customer-facing locations.
- Accomplishments include:
 - Part of team who reduced family homelessness by 48% between 2016-2020 and decreased rate of chronic homelessness to lowest level in 15 years.
 - Rolled out system to electronically automate annual review of grants, MOUs & MOAs.
 - Streamlined constituent service intake system to improve tracking and reduce response time.
 - Coordinated District-wide sheltering response for two large apartment fires that displaced over 250 people: recognized with Ward 6 2018 Public Service "Brickie" Award.

U.S. Department of Housing and Urban Development, Washington, DC

Senior Advisor & Special Assistant, Office of the Deputy Secretary, January 2015 – February 2017

- Helped launch, execute and monitor Department-wide operational excellence initiative to drive efficiency, save money, enhance accountability, and improve the effectiveness of HUD's programs.
- Led three cross-program teams whose accomplishments included:
 - Redrafted HUD Standard Operating Protocols to make them shorter and more user-friendly.
 - Added universal performance standards to 1,400 managers' performance plans to incentivize internal customer service and community focus.
 - Leaders in union negotiations that resulted in new place-based training curriculum and staffing model for 1,200 HUD staff to make it easier to directly support communities.
- Advised Secretary and Deputy Secretary on White House-led interagency place-based strategy.

Program Manager & Presidential Management Fellow, Office for International and Philanthropic Innovation, September 2012 - Dec 2014

- Oversaw international initiatives and research projects to identify best available evidence, innovations, and lessons from cross-sector partners and apply learning to domestic agenda.
- Managed peer-to-peer city exchange program with German HUD counterpart, developed disaster resiliency research platform and coordinated U.S. role in 2014 World Urban Forum in Colombia.
- Drafted white papers on topical policy issues including strategies to incentivize homeownership.

Special Assistant (Contractor), Office of Policy Development & Research, March 2010 - July 2010

California Democratic Party, Executive Assistant to Chairman, San Francisco, CA March 2008 - July 2009

- Managed communications, scheduling, and administrative functions for Chairman Art Torres.
- Responsible for briefing notes, talking points, and special projects during 2008 election cycle.
- Staffed California Delegation at DNC Convention (2008) and Presidential Inauguration (2009).

Office of Mayor Gavin Newsom, San Francisco, CA

Scheduling Coordinator, May 2007 - March 2008

- Maintained Mayor's dynamic confidential calendar, processing 400+ requests weekly.

- Arranged high-level meetings and facilitated Mayor's role at high-profile community events.
 - Coordinated Mayor's office-wide Internship Program: recruited and supported 20 interns.
- Intern/Assistant to Director of Intergovernmental Affairs, October 2006 - May 2007*
- Provided administrative support and policy analysis to senior staff.

AmeriCorps*National Civilian Community Corps (NCCC), Team Leader, New Orleans and various locations, September 2005 – July 2006

- Led team of ten young adults on six community service projects nationwide, including five-month disaster recovery deployment to aid Hurricane Katrina victims.
- Developed and executed work plans for three Gulf Coast projects that served food to hundreds of displaced residents, gutted 4 homes and conducted needs assessment for a downtown neighborhood.

EDUCATION

Princeton University, School of Public and International Affairs, Princeton, NJ
 Master in Public Affairs (M.P.A.), Domestic Policy Concentration, 2012
 Urban Policy and Planning Certificate, Student Government Co-Chair
 Recipient of Stokes Prize for academic excellence and public service leadership

Bates College, Lewiston, ME

Bachelor of Arts (B.A.) American History, *Cum Laude*, 2005

Honors Thesis: Influence of the Civil Rights Movement on the Gay Rights Movement

LEADERSHIP AND COMMUNITY INVOLVEMENT

Commissioner, Advisory Neighborhood Commission District 1B01, January 2021 – Present

- Elected by neighbors to serve as bipartisan liaison between residents and District government.

Volunteer, Joe Biden for President, June 2020 – November 2020

- As member of Housing and Community Development Committee, serve as co-coordinator for Homelessness Subcommittee developing Day One and First 100 Days policy proposals.

President and Member, Bates College Alumni Council, July 2010 – June 2020

- As President 2018-2020, established engagement goals to serve 22,000-member alumni community, provide strategic feedback to staff on key issues and represent the college at regional events.
- As Vice President in 2016-2018, oversaw Council governance with focus on operational impact.

Board Member, Princeton's Fund for Reunion (LGBT Alumni Association), 2014 – Present

- As Secretary since 2016, launched new subcommittee structure and document storage strategies.
- As board member since 2014, help guide strategy and endowment spending to connect over 1,000 alumni to each other, the University and current students.

Alumni Volunteer, Princeton School of Public and International Affairs, 2012 – Present

- Advisory Committee Member, 2018 – Present, Graduate Annual Giving Co-Chair, 2013 – 2018

Volunteer, Youth Service Opportunity Project, Washington, D.C. July 2012 – March 2020

- Member of DC Leadership Council, 2018 – 2020
- Led monthly volunteer shift to serve dinner to homeless and hungry community, 2012-2017

President, Bates College Class of 2005, Lewiston, ME, 2004 - 2016

- Elected by peers to run class fundraising strategy and two reunions, oversaw young alumni group.
- Recipient of Distinguished Young Alumni Award (2011); Founded LGBT alumni group (2009).