

**EDUCATION** | **Master of International Affairs & Global Enterprise** – University of Utah *Salt Lake City, Utah*  
August 2016 – April 2018  
Foreign Language and Area Studies Fellow | Women’s Resource Center Scholarship Recipient  
University Staff Scholarship Recipient

**Bachelor of Science** – Brigham Young University *Provo, Utah*  
August 2004 – April 2011  
Major: Urban, Rural, & Environmental Planning  
Minors: International Development and Environmental Science  
BYU Multi-Cultural Student Services Scholar | American Indian Services Scholarship Recipient

**PROFESSIONAL EXPERIENCE** | **Partnership Manager** – University Neighborhood Partners *Salt Lake City, Utah*  
January 2018 - Present

- Manages community leadership partnerships including Westside Leadership Institute (WLI), Westside Studio, Startup Incubator, Neighborhood Democracy, and created new partnerships with the Westside Youth Sports Institute (WYSI) and the SAILI Samoan Language Initiative.
- Coordinates team meetings with 3 faculty members and 3 graduate assistants, as well as 20 other nonprofit and governmental partners.
- Successfully recruited and graduated 73 WLI graduates, and contributed to 2 startups receiving nonprofit status.
- Maximizes the \$35,000 community leadership budget and actively raises funds to increase partnership capacity.

**Academic Advisor** – University of Utah College of Architecture + Planning *Salt Lake City, Utah*  
March 2014 – January 2018

- Meets with prospective students to provide guidance on admissions process. Increased incoming first-year student cohort by 45% since initial hire.
- Coordinates student recruitment events, planning and implementation. Increased attendance at annual yield event from 15 students in 2016 to 73 students in 2017.
- Facilitates the course planning for new/transfer student and parent orientation sessions.
- Serves on University committees and makes recommendations that affect curriculum requirements, advising processes and program development and published materials. Served on the committee to transition in new Design Foundations direct-admit program.

**Community Center Coordinator** – Salt Lake Community Action Center *West Valley, Utah*  
December 2012 – November 2013

- Integral part of start-up West Valley Promise Partnership – supported by United Way of Salt Lake Promise Initiative.
- Coordinated and managed 4 college interns, over 250 community volunteers, and various community projects.
- Strengthened community partnerships through Literacy nights, Mobile Health and Flu Shot Clinics, English language training, fitness classes, and community presentations.
- Conducted critical research and data collection for agency’s 3 year needs assessment.
- Implemented grant research and developed proposals for in-kind donations and funding.
- Received funding and support for KaBOOM! Playground Project and 3 AmeriCorps VISTA positions.

**Health & Community Development Intern** – Utah County Offices *Provo, Utah*  
October 2009 – April 2010

- Assisted in writing EPA Environmental Education Grant to encourage recycling in Utah County elementary schools.
- Attended FEMA Training at Center for Domestic Preparedness with certification in first-response.
- Updated Zoning Clearance data in county-wide GIS system.

- Used ArcMap Program to produce Utah County Maps.

## VOLUNTEER & LEADERSHIP EXPERIENCE

### **Volunteer Board Member** – Uplift Foundation

*Salt Lake City, California*

October 2016 – January 2018

- Provided background research on grants to support project funding resulting in the submission of 4 grant proposals, and has raised over \$15,000 since launch.
- Organized and coordinates schedules and registration for volunteer coaches, players, and parents to further the mission and goals of the organization.
- Facilitated academic tracking, service projects, and other holistic supports for program participants.

### **AmeriCorps VISTA Member** – Corporation for National and Community Service

*Los Angeles, California*

July 2011 – July 2012

- Provided background research on grants, volunteer agencies, and other resources for project funding resulting in the submission of 6 grant proposals and 2 letters of intent.
- Recruited, coordinated and managed volunteers for various onsite resident service programs generating over 800 service hours, valued at over \$17,000.
- Established a donor database system for ongoing tracking and online giving campaigns. Set up DonorPerfect database populated with at least 158 potential donors.
- Participated in monthly outreach activities, engaging residents and volunteers in community events.

### **Volunteer Intern** – Women’s Community Action Program (W-CAP)

*Mesepa, American Samoa*

May 2010 – August 2010

- Awarded grant funds from the BYU Center for Economic Self-Reliance for Summer Internship.
- Organized and taught training in Microenterprise to unemployed women ages 18-60.
- Recruited and trained W-CAP Facilitators in principles of MicroEnterprise and Self-Reliance.
- Coordinated partnerships with local programs including the Bank of Hawaii, American Samoa Community College Federal Land Grant and WIC offices for future WCAP Community projects.

## PORTFOLIO

### **EPIC Navigators Taskforce** – Empowering Pacific Island Communities

*Los Angeles, California*

July 2015 – Present

- Conducts community based research to produce new knowledge about civic engagement and participation, among NHPI community in Southern California.
- Facilitates communication and resources with University of Denver research team.
- Remain current on training from Collaborative Institutional Training Initiative (CITI) modules.

### **KaBoom Playground Project** – Five Parks Community Action Center

*West Valley City, Utah*

May 2013 – October 2013

- Submitted grant application for multi-generational project to provide recreational space for low-income children and seniors.
- Coordinated weekly meetings with community members, city officials, donors, and board members and facilitated input in the design and equipment selection for structure.
- Planned and secured donations for Fundraiser Carnival resulting in \$8,500.
- Recruited volunteers from SLCC as well as local high schools and businesses to help on Build Day.

### **Land Use Element** – Payson City General Plan

*Payson, Utah*

2011

- Collaborated with City-Council members in visioning exercises to assess needs, values, and expectations.
- Designed development to address constraints and opportunities for future development including roadway connectivity and open space.
- Delivered presentation of findings and recommendations to peers and community members.