

## PROFESSIONAL EXPERIENCE

YALE UNIVERSITY, New Haven, CT

**Assistant Director for Technology Support**, Office of International Students and Scholars • [www.yale.edu/oiss](http://www.yale.edu/oiss) • February 2009 – Present

- Develop, implement, and manage all technology initiatives including Web site development, Web-based applications, and databases
- Support and enhance third party international student and scholar management systems such as *fsaAtlas* and *eScholar*
- Design office communication strategy (online and print), provide data analysis, recommendations, and reporting support
- Organize programs and events such as English language tables, orientations, hosting programs, and field trips
- Serve as the Communications Representative (Technology and Publications) for the Region XI NAFSA Leadership Team

**Old Campus Fellow**, Yale College • July 2007 – July 2010

- Assisted residential college masters, deans, and counselors in supervising the Old Campus (freshman campus)
- Developed freshman year programming and lived in suite located on the Old Campus

**Director of Web Strategy and Utilization**, Yale College • [www.yale.edu/yalecollege](http://www.yale.edu/yalecollege) • June 2003 – February 2009

- Managed all aspects of Web production including design, development, and support for Yale College administrative offices
- Met regularly with deans, directors, faculty, support staff, vendors, and technology professionals within the University; coordinated Web site development and Web-based application development; consulted on University-wide communication efforts
- Proposed Web projects, organized content and architecture, created graphics, and produced Web sites; created and enforced design standards, monitored and balanced Web development budgets, often worked under very strict deadlines

**Webmaster**, Yale Undergraduate Admissions • [www.yale.edu/admit](http://www.yale.edu/admit) • February 2001 – June 2003

- Developed comprehensive communication strategy, led Web site construction, and designed and produced printed materials
- Supervised student employees, met regularly with Dean of Admissions, Director of Recruitment, admissions officers, and technology professionals on developing best communication practices for achieving recruitment and yield goals

**Production Coordinator**, Yale Alumni Magazine • [www.yalealumnimagazine.com](http://www.yalealumnimagazine.com) • November 1998 – February 2001

- Coordinated all phases of monthly magazine production including layout, proofing, photo and image acquisition, advertising design, printing requirements, technical support, and Web site development
- Managed transition to digital publishing, met hardware and software requirements, and developed strategic publishing practices

**Editorial Assistant**, Yale College Publications • February 1997 – July 1998

- Supported production of the *Yale College Programs of Study* publication (the Yale course catalogue)
- Communicated regularly with deans, faculty, and support staff to organize over 2,000 undergraduate course offerings, prepared materials for editor and typesetter, and built the course catalogue Web site

## EDUCATION

COLUMBIA UNIVERSITY, New York, NY

M.A. in International Education (emphasis in Peace Studies), May 2005

MUSKINGUM COLLEGE, New Concord, OH

B.A. in Philosophy and English, May 1996

Academic Honors: Graduated *summa cum laude*; elected by classmates to be the graduation speaker

Activities: Junior Year Abroad: Kansai Gaidai University (Hirakata City, Japan) and University of Prince Edward Island (Charlottetown, PEI, Canada); Student Assistant Volleyball Coach 1992-1994, 1995-1996

## MOST RECENT WORKSHOPS AND LECTURES

*Creating Web sites for Academic Service Environments* • CT NAFSA Meeting, April 2011, Quinnipiac University – Hamden, CT

*Communication Strategy for your International Office* • CT NAFSA Meeting, December 2010, Saint Joseph College, Hartford, CT

*Web Design & Developing Your Online Communication Tools* • NAFSA Region XI conference, Warwick, RI, November 2010

*Creating an International Communication Strategy* • Central Connecticut State, October 2010

*New Students – New Technologies* • NAFSA Regional Conference, March 2010, University of Connecticut