

**SKILLS**

Python, JavaScript, Processing (Java), Arduino (C), SQL, HTML, CSS, Natural Language Processing

**EDUCATION****NEW YORK UNIVERSITY**

New York, NY

Master of Professional Studies, Interactive Telecommunications Program (ITP)  
(Expected May 2016)

*Sep 2014 to Present*

- Organized and hosted 2014 ITP Code Poetry Slam: [www.codeshakespeare.com](http://www.codeshakespeare.com)
- For details on projects completed, see ITP blog: [www.thehypertext.com](http://www.thehypertext.com)

**MASSACHUSETTS INSTITUTE OF TECHNOLOGY**

Cambridge, MA

Bachelor of Science, Economics (Course XIV)

*Sep 2005 to Jun 2009*

- Selected for study abroad in the UK through Cambridge-MIT Exchange, 2007-2008
- Analyzed American foreign policy rhetoric for a research project under Professor Noam Chomsky.
- Managed *Delve*, an education outreach program that provided free full-year AP classes for HS students.
- Burchard Scholar, 2007 (MIT School of Humanities, Arts, and Social Sciences)
- Dana Mead Award, 2007 (MIT Washington DC Internship Program)

**EXPERIENCE****FREELANCE**

Washington, DC

Writer / Consultant

*Feb 2012 to Aug 2014*

- Developed communication strategies for Emanuel Pleitez's campaign in the 2013 LA mayoral election.
- Developed website, business plan, and content rollout for 4thEstate.net to track and publish quantitative metrics of news media bias based on Global News Intelligence (GNI) statistics.
- Modernized and reorganized document archives and implemented a content management system for the Ballot Initiative Strategy Center.
- Wrote letters and public relations materials on policy topics for clients of Davies Public Affairs.

**UNITED STATES DEPARTMENT OF THE TREASURY**

Washington, DC

Financial Stability Oversight Council (FSOC)

*Jun 2011 to Feb 2012*

Special Assistant for FSOC Policy

- Developed operations processes to stand up the Financial Stability Oversight Council (FSOC), a new agency created by the Dodd-Frank Wall Street Reform & Consumer Protection Act.
- Contributed to proposed rulemakings to designate firms that, by virtue of their size or activities, could threaten the stability of the global financial system.
- Drafted and edited FSOC-related Congressional testimony, talking points, and official correspondence for the Treasury Secretary and other senior FSOC officials.

Office of the Chief of Staff and Executive Secretariat

*Jun 2010 to Jun 2011*

Special Assistant

- Modernized and automated document management processes for paper flow to/from Secretary Geithner to improve openness, transparency, and efficiency of front-office operations.
- Initiated the delivery of a public mail sample to the Secretary with a process modeled on President Obama's "10-Letters-A-Day" initiative (<http://wh.gov/3IN>).

- Wrote the Treasury Department's Weekly Report to the White House.
- Established and maintained a unified "Q&A Book" to ensure the Secretary, Deputy Secretary, and other senior Treasury officials delivered consistent messages during public appearances.
- Drafted official memoranda, issued by Treasury's Chief of Staff and Executive Secretary, to establish and enforce agency-wide processes.
- Selected, compiled, and delivered Secretary Geithner's daily briefing materials, including information memoranda, working documents, external reports, and correspondence.
- Prepared briefing materials for special engagements, including the Secretary's Congressional testimonies for the FY 2012 Federal budget proposal; his testimonies before the Congressional Oversight Panel for the Troubled Asset Relief Program; and multiple international trips.

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## THE WHITE HOUSE

Washington, DC

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### Presidential Writer, Coordinator for Proclamations

*Jul 2009 to Jun 2010*

- Wrote over 60 Presidential Proclamations for President Obama, including the President's first Thanksgiving Day and Martin Luther King, Jr., Federal Holiday proclamations.
- Initiated new observances, including National Entrepreneurship Week and Cesar Chavez Day.
- Coordinated content and built consensus among advisors in policy-making offices at the White House.
- Managed projects to improve workflow efficiency in the Presidential Gifts and Presidential Greetings departments.

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## OBAMA-BIDEN TRANSITION PROJECT

Chicago, IL / Washington, DC

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### Staff, Presidential Transition Team

*Nov 2008 to Jan 2009*

- Processed CVs, recommendation letters, and other materials from candidates for senior political appointments in the Obama administration.
- Maintained tag structure for the first Transition Team Personnel Department to operate on computers.
- Served as a point of contact for Republican endorsers from the campaign.

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## OBAMA FOR AMERICA

Chicago, IL

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### Communications Coordinator, Republicans for Obama

*Jul to Nov 2008*

- Developed and delivered a pragmatic message through online and print media to urge moderate Republican voters to support Barack Obama, and to publicize high-profile Republican endorsements.
- Produced targeted messages and donation requests for a 62,000-member e-mail list.
- Wrote op-eds for Republican endorsers including Governor Lincoln Chafee, Congressman Jim Leach, and Ambassador Rita Hauser.
- Wrote copy and for a full-page ad printed nationwide in USA Today, seen by over 3.6 million readers.
- Managed the group's online content and interactive tools, including a highly active blog (over 7,800 posts).

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### HQ Intern

*Jun to Aug 2008*

- Wrote correspondence templates for then-Senator Obama to respond to inquiries from voters.
- Utilized CRM software to monitor, index, and combat vicious chain emails as the lead analyst and response writer for the campaign's "Fight the Smears" project.
- Established Operations-Communications Analytics Workgroup; developed metrics to track voter email volume by issue and pre-sort incoming email to ensure higher response rates.

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## UNITED STATES SENATOR JOHN KERRY /

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### SENATE COMMITTEE ON SMALL BUSINESS AND ENTREPRENEURSHIP

Boston, MA/Washington, DC

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### Speechwriting Intern / Committee Intern

*Sep 2006 to Aug 2007*

- Wrote op-eds, talking points, speech segments, press releases, and letters for Senator Kerry.
- Drafted bill amendment and organized meetings to support Senator Kerry's effort to reauthorize the Small Business Innovation Research (SBIR) program.
- Managed constituent casework related to healthcare, energy, and environmental policy.