

PROFESSIONAL SUMMARY

Detail-oriented professional with experience in program management, operations, and development. Proven expertise in strategic planning, compliance, partnership cultivation, and leveraging data to drive impactful decision-making to foster long-term growth. Proficient in utilizing technology and systems to increase capacity, drive organizational growth, and enhance fundraising efforts.

PROFESSIONAL EXPERIENCE

Barcelona Wine Bar

Server – Part Time

December 2025- Present

- Provide guests with friendly and attentive service throughout their dining experience.
- Assist guests with navigating menu options, utilizing my extensive menu knowledge to recommend favorite beverages and food items while respecting dietary restrictions.
- Resolve service issues and other guest complaints urgently.
- Assure timely and accurate input of orders into the point-of-sale system and ensure all transactions are processed safely and securely.
- Ensure that all guest identifications requirements and age restrictions for alcohol sales are in accordance with state laws.
- Follow all food and alcohol service handling safety precautions and procedures.
- Open and close operations as assigned, and train new staff

Louisiana Bistreaux – Atlanta

Server – Part Time

July 2025 – January 2026

- Provide guests with friendly and attentive service throughout their dining experience.
- Assist guests with navigating menu options, utilizing my extensive menu knowledge to recommend favorite beverages and food items while respecting dietary restrictions.
- Resolve service issues and other guest complaints urgently.
- Assure timely and accurate input of orders into the point-of-sale system and ensure all transactions are processed safely and securely.
- Ensure that all guest identifications requirements and age restrictions for alcohol sales are in accordance with state laws.
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McEwen Solutions – Atlanta

Associate Grants Writer – Part Time, Contract

November 2024 – February 2025

- Research and identify funding opportunities maintaining a comprehensive grant calendar for deadlines and implementing advanced grant strategies in collaboration with non-profit clientele ensuring client success.
- Develop competitive proposals delivering expert writing and management for federal, state, local, and private funding streams. Secured over 100k in funding while ensuring compliance and competitiveness.
- Coordinated logistics, scheduled meetings and managed federal grant reimbursement processes, coordinating with funding agencies and contractors.
- Analyze and prepare quarterly reports evaluating program success and advise leadership on budget strategies.
- Oversaw database management and deliverables in CRM systems, ensuring accurate and accessible records.

BIPOC Health Careers Ecosystem

Grants Compliance Consultant – Contract

January 2023 – August 2023

- Secured over \$400K in funding and cultivated 20+ partnerships advancing health equity initiatives across Washington State.
- Drafted compliance related correspondence and scheduled one-on-one and group meetings for internal and external stakeholders ensuring that all contract requirements and deliverables were met.
- Coordinated fundraising events and social campaigns, creating marketing materials to engage stakeholders.
- Prepared detailed quarterly reports evaluating program success and advising leadership on grant budgets.
- Expanded program capacity by fostering relationships with medical, educational, and state institutions.

King County Equity Now (KCEN)

Operations Manager

August 2021 – October 2022

- Developed and managed organizational operation processes, including office administration and logistics, internal communications, staff support, compliance, procurement, policy development, and more.
- Collaborated with senior leadership creating strategic goals and direction for capacity building initiatives, ensuring alignment with broader organizational principle and objectives while centering the Black community.
- Led and mentored various high-performing teams through transformative organizing frameworks, providing strategic coaching and leadership development to staff at all levels

- Led grant management, researching and crafting compelling fundraising proposals which led KCEN to secure \$750K in funding to support organizational programs and capacity-building initiatives.
- Managed various grant funded programs that addressed critical community needs, including workforce development, voter education, reproductive justice, black safety, COVID-19 relief, housing, and entrepreneurship.
- Cultivated over 200 partnerships, strengthening community partnerships and private sector collaboration.
- Co-designed and implemented issue-based programs and campaigns with Media team that directly addressed material conditions of the Black community, youth, and gender-expansive people, aligning with organizational mission and strategic objectives.
- Evaluated program and campaign initiatives, conducting quarterly reviews and analyzing program growth and outcomes.

Northwest Folklife

Cultural & Creative Workforce Development Program Manager

February 2020 – August 2021

- Managed the Cultural & Creative Workforce Development Program, a youth and young adult program that facilitated mentorship initiatives and connected marginalized youth to technical roles. Sourcing 100+ fellows and partnering with 70+ community organizations.
- Built, cultivated and nurtured a strong partnership with the Board of Directors, formulated job descriptions for various roles and led and mentored high-performing collaborative partners through transformative training, initiatives and programming. Providing strategic coaching and program development to staff at all levels.
- Secured \$125K in funding and implemented marketing strategies that boosted program engagement by 60%.
- Designed marketing campaigns, increasing applicant and partner engagement by 60%.
- Produced detailed program reports on effectiveness, challenges, and growth outcomes for stakeholders.
- Cultivated partnerships, growing collaborators from 10 to 200 during the program's pilot year.

Seattle Jobs Initiative

Program Specialist

May 2017 – July 2019

- Managed three regional Workforce Development programs, ensuring compliance with federal and local guidelines.
- Facilitated stakeholder events and facilitated audits for the Department of Social & Health Services and Office of Economic Development.
- Connected marginalized populations including, re-entrants, low-income individuals, immigrants, etc. to livable wage careers through workforce development initiatives.
- Organized community engagement events, increasing program awareness and participation.

U.S. Attorney's Office

Violence Prevention & Reentry Specialist

June 2016 – May 2017

- In collaboration with federal agencies resolved 60+ warrants for 24 clients, supporting reentry and diversion initiatives.
- Collaborated with local and federal agencies and community-based organizations strategizing effective violence prevention models, initiatives, and resources aimed to reduce violence and assist with re-entry. Resource guide is now utilized in SeaTac's Federal Detention Center.
- Cultivated partnerships with 200+ organizations, enhancing collaboration between DOJ entities and community partners.

EDUCATION

University of Washington – Seattle Campus

Major: Law, Societies & Justice | Minor: Diversity

ADDITIONAL TRAINING & SKILLS

- Advanced proficiency with Salesforce, SharePoint, and project management tools (Asana and Trello).
- Experienced in grant management, donor stewardship, and compliance reporting.
- Exceptional communication and organizational skills.
- Presented at the National Advisory Center for Prevention, Diversion & Reentry training.
- Skilled in digital and social media campaigns to support fundraising efforts.

KEY ACHIEVEMENTS

- Secured over \$1.5M in cumulative funding for various organizations.
- Expanded program reach and diversity, increasing Black, Latinx, Indigenous, and Asian participation to 88% in one initiative.
- Grew partnerships significantly, enhancing program impact and sustainability.
- Asana Program Management Beginner Course (Taken when offered as Complimentary Course)
- Developed compliance frameworks ensuring alignment with federal and local funding guidelines.