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<b>Education</b>	<b>B.S. Political Science and Psychology, <i>magna cum laude</i>, 2017</b> University of Pittsburgh
<b>Present Position</b>	<b>Research Assistant, edCount, LLC</b> <i>2018 – present</i>  Provide support to associates and senior staff in the execution of project task and research activities. Responsibilities include: compiling, analyzing, and summarizing quantitative and qualitative data; editing, proofreading, and formatting reports, proposals, and other client deliverables; preparing reports, presentations, digital media, and other materials for alignment studies, standard setting studies, expert panels and meetings, and focus groups; managing logistics and providing onsite support for panels, students, and focus groups.
<b>Projects</b>	<b>Louisiana’s Educational Assessment Program Connect Assessment System for Students with Cognitive Disabilities (LEAP)</b> – Develop practice test materials (reference materials and print forms) for grades 3-11 in ELA, math, and science using test maps and DOTs. Provide logistical support for data review and CBR meetings; Assist with entering and routing items in IMSLA (item bank system).  <b>New York State Assessment Development – English Language Arts and Mathematics</b> – Provided editorial and logistical support for item development activities, including facilitating the design and implementation of Virtual Item Writing Trainings, and contributing to and managing the revision of educator-created items by edCount content experts.  <b>Education Analytics Development of the Actionable Data System Initiative (ADSI)</b> – Developed master timeline for New York State ADSI project. Managed logistics including recruitment, consultant contracts, technical support, box access, payment, etc.) for 12 virtual practitioner panels.
<b>Professional Experience</b>	<b>Substitute Teacher, John Morrow Elementary School, Pittsburgh Public Schools</b> <i>2017 – 2018</i>  Planned and implemented lessons based on the district assigned curriculum. Conducted small group and individual classroom activities with students based on differentiated learning needs to ensure all students are learning at full potential. Participated in ongoing professional development.  <b>Program Educator, Pittsburgh Project</b> <i>2015 – 2018</i>  Aided in the operation of a progressive series of afterschool programs and summer programs for more than 250 urban Pittsburgh elementary school students. Planned and implemented afterschool and summer program for urban elementary students. Facilitated activities that develop students’ social, emotional, and physical needs. Supervised and provided feedback to volunteer tutors and high school Leaders in Training.

**Zoning and Development Intern, Department of City Planning, City of Pittsburgh**  
*Spring 2017*

Researched the legal use of properties for requests for occupancy permits and site plan reviews. Researched best practices in Zoning. Designed internal power point presentations and community brochures. Assisted the department with processing applications.

**Legislative Intern, P.A. Representative Frank Dermody**  
*Fall 2016*

Worked under the Director of Constituent Services to support effective partnerships with consistent groups. Responded to constituent correspondence and drafted response letters and emails. Supported the management of the increased inbound constituent call volume during the 2016 election. Assisted with strengthening the collaborative working relationships between external groups such as corporations, foundations, state and county agencies, and school districts.

**4Kids Early Learning Center Teachers Assistant for Jumpstart, Jumpstart Pittsburgh**  
*2013 – 2015*

Focused on preschool language and literacy skills in small group settings. Matched literacy program to the age appropriate needs of students. Served as Family Involvement Coordinator.

**Honors &  
Certificates**

Certificate in Children's Literature, University of Pittsburgh  
Dean's List Scholar, University of Pittsburgh (2015–2017)

Elsie Hillman Civic Forum Internship and Placement Scholar, University of Pittsburgh Institute of Politics (2016)