



Position with Firm

2021–present **Consultant.** Writes proposals, conducts stakeholder interviews, and conducts research in multiple policy areas to develop solutions for energy equity and community development for the energy and environment team. Facilitates workgroup meetings and external client coalition building, along with interdisciplinary project work within other PSC teams, including health and talent and economics. Before joining the energy and environment team as a consultant, she worked as program coordinator for Michigan Saves and provided monthly report reconciliation of financed energy efficiency projects for residential and commercial programs. Managed operations of multiple energy programs for external clients and executed special projects related to fiscally responsible home energy use and furthering diversity, equity, and inclusion within Michigan Saves' expanded networks.

Previous Professional Experience

2020–2020 **Campaign Field Director, Kolehouse Strategies, Lansing, Michigan.** Analyzed quantitative data sets regarding voter persuasion dialogues and created qualitative reports for clients. Coordinated all administrative functions, including training, on-boarding, and confidential document processing for supervised canvassers. Resolved all in-field issues to meet budgeted project goals within set timeline.

2019–2020 **Legislative Aide, Michigan House of Representatives, Lansing, Michigan.** Drafted confidential communications regarding high-level research and legislation. Assisted constituents in securing resources through public-assistance programs using state department communication systems. Prepared daily casework reports for data analysis by the state legislator. Handled administrative tasks and facilitated community development outreach throughout the Greater Lansing area.

2018–2019 **Program Coordinator, University of Central Florida Center for Public and Nonprofit Management, Orlando, Florida.** Provided a variety of weekly reports using Excel and other platforms regarding nonprofits participating in a grant-funded seminar. Facilitated planning of capacity-building information sessions, and supported overall project management by ensuring each participant group completed tasks and project deliverables on time.

2017–2019 **Graduate Research Assistant**, University of Central Florida College of Business Administration, Orlando, Florida. Responsible for resolving logistical and technical issues regarding course assessments for career development and financial planning. Constructed and edited online coursework, grades, and student records for over 1,000 students per semester. Coordinated efforts to create a new class format for transfer and nontraditional students.

Education Central Michigan University, BS in Political Science with a concentration in Public Administration and Sociology
University of Central Florida School of Public Administration, Master's of Public Administration

Skills

- Conversational Spanish language skills
- Database Management: State of Michigan casework database; federal, state, and academic student record databases; data entry, research, and report generating
- Microsoft Office suite
- Project collaboration software (Dropbox, Google Docs/Sheets, etc.)