



---

### Position with Firm

- 2022–present    **Consultant.** Conducts research for the firm and its clients and contributes to the development of proposals and reports related to the evaluation of local, state, and national policies and programs. Develops materials for, conducts, and analyzes and presents findings from stakeholder interviews and focus groups as well as strategic planning sessions. Provides project management support to colleagues by monitoring/tracking project timelines and ensuring high-quality client deliverables.
- 2020–2022    **Research Associate.**

---

### Previous Professional Experience

- 2019–2020    ***Client Relations Manager, Dunaskiss Consulting and Development, Inc.,*** Oxford, Michigan. Established client expectations and supervised the submission of business license applications. Standardized office training materials, crafted marketing materials for conferences, and attended industry networking events. Interacted with state officials to correctly interpret updated State of Michigan business licensing regulations.
- 2018–2019    ***Government Relations Administrator, Dunaskiss Consulting and Development, Inc.,*** Oxford, Michigan. Vetted prospective client business locations and compiled municipal data reports. Composed and scheduled email updates detailing changes in municipal- and state-level business regulations. Drafted business plans and advised clients on disclosure policies for business license applications.
- 2016–2017    ***Collections and Curatorial Assistant, Michigan State University Museum,*** East Lansing, Michigan. Sorted and cataloged the Mazloomi Quilt Collection and filed object information in the museum’s database. Implemented educational programming activities and monitored exhibit participation. Transcribed oral histories of quilters from the Women of Color Quilter’s Network and contributed narrative and research to the Michigan Quilt Index.
- 2016–2017    ***Administrative Assistant, Eli and Edythe Broad Art Museum,*** East Lansing, Michigan. Managed budget-tracking spreadsheets for the museum’s Exhibitions and Education departments. Executed reimbursements, recorded payments, and paid vendors. Processed memberships and mailings for the Development department and completed general administrative duties.

- 2016–2017 *Events and Programming Intern, Michigan State University Residential College in the Arts and Humanities Center for Poetry*, East Lansing, Michigan. Reviewed and critiqued manuscripts of first- and second-time published authors. Organized poetry events, such as readings and workshops. Maintained campus visibility and social media presence.
- Education Michigan State University, BA in History and BA in Arts and Humanities, with minors in Museum Studies and Peace and Justice Studies