

## Professional Experience

### **People United for Sustainable Housing (PUSH) Buffalo / Buffalo Neighborhood Stabilization Company**

Senior Real Estate Project Manager – remote / Buffalo, NY (2021 – current)

- Co-project manage a 49 unit, scattered site affordable and supportive housing development, which includes rehabilitation and new construction and is entirely net zero or passive efficiency. Manage, facilitate and draft documentation submission for LIHTC, HOME, and supportive service financing.
- Project manage community engagement and development of accessory parking for a mixed-use site.

### **Georgia Housing and Finance Agency / Georgia Department of Community Affairs**

Assistant Office Director – Atlanta, GA (2021)

- Managed the annual update of QAP-related manuals and forms.

Housing Tax Credit Specialist (2018 – 2020)

- Analyzed feasibility of ten LIHTC applications and ten cost certifications.
- Managed Office of Housing Finance's (OHF) multimillion-dollar budget.
- Managed teams of five conducting relocation, environmental, and market reviews for 2019 and 2020.
- Managed 13 interns, including workload, onboarding, and developing and presenting research projects.
- Identified relocation knowledge gap. Lead research on complex regulatory relocation requirements, best practices, and Agency's responsibilities. Updated manual and forms to minimize displacement and impact on residents. Managing application review and onboarding for two newly created positions.
- Created resident feedback policy for rehabilitations. Reviewed output on 45 properties.
- Developed Division responsibility and staffing proposal by analyzing needs to meet strategic goals.

**Ibasho** (facilitates elder-led neighborhood projects and community spaces)

Doebele Community Service Fellow – remote, Nepal, the Philippines (2016 - 2017)

- Authored strategic plan by evaluating operations, management, and business model. Assisted planning activities. Facilitated board meeting and detailed options to advance strategic objectives.
- Evaluated organization for gender and social inclusion by adapting a Capacity and Vulnerability Framework. Interviewed 27 elders, facilitated an inclusion workshop, and observed 15 workshops.

### **City of Lebanon, Planning Department**

Geographic Information Systems (GIS) Intern – Lebanon, NH (2015)

### **Sparkup Inc.** (innovation marketplace)

Outreach Manager – Montreal, QC (2013 – 2014)

- Led outreach and strategy, managed 90 relationships with governments, non-profits, and universities, and converted user feedback into products.

Founding Managing Director of Impactus Forum, Sparkup Inc.'s not-for-profit (2012 – 2014)

- Launched 30-expert working group to design and finance Northern Canadian housing.
- Designed a Social Innovation Marketplace in partnership with Johns Hopkins University.

### **Clinton Foundation**

Pascale Fellow, Data Management – New York, NY (2012)

- Analyzed projects' best practices and outcomes. Drafted President Clinton's briefings.

### **C.B. Americas Nicaragua** (manufacturing company)

Consultant – Granada, Nicaragua (2011)

- Structured social impact program by surveying stakeholders and mapping community assets.
- Authored business plan; conducted market research and business analysis.

### **Citizen's Disaster Response Center**

Local Partnership Development Intern – Quezon City, the Philippines (2010)

### **City of Ketchum, Clerk's Office**

Administrative Assistant – Ketchum, ID (2008)

**Education**    **National Association of Home Builders**  
Housing Credit Certified Professional (HCCP)

**National Affordable Housing Management Association**  
Fair Housing Coordinator

**Harvard University Graduate School of Design**  
Dual Masters: Urban Planning and Design Studies in Real Estate and the Built Environment (2018)  
○ Thesis: “Resident-Produced Services Improve Outcomes: Co-Production in Affordable Housing”  
○ Courses in affordable housing, finance, design, law, community organizing and engagement.

**McGill University**  
Bachelor of Arts, Honours in International Development (2012)  
○ Cultural Anthropology Minor and minor equivalent in Economics and Political Science.

**Volunteer Experience**    **Tenant organizer** – Somerville, MA (2018)  
Organized leadership team and an event for neighbors to build social capital.

**Neighborhood Advocate** – Lebanon, NH (2016– 2017)  
Influenced Planning Board decision to halt an environmentally and financially detrimental subdivision by analyzing its financial feasibility, applicable regulations and case law.

**Xixuau Ecological Reserve** (community-managed reserve) – Amazon, Brazil (2006)  
Taught arts courses and assisted a mapping expedition.

**Awards**    **Boston Affordable Housing Development Competition**  
\$7,000, 2nd place, Co-Project Manager

**Harvard University Asia Center Research Grant**  
\$5,555 award

**Harvard Graduate School of Design Doebele Community Service Fellowship**  
\$7,000 award

**Pascale International Fellow**  
\$6,000 award, chosen from ~100 McGill University applicants to the Clinton Foundation

**Carol and Lloyd Darlington Arts Internship Award**  
\$5,000 for social or economic improvements