Education

Boston University School of Management

Boston, MA May 2012

Certificate in Non-Profit Management and Leadership

Cambridge, MA

Harvard University, Graduate School of Education

June 2006

Ed.M., International Education Policy

Haverford, PA

Haverford College B.A., Major: French, Teacher Certification Program

May 1998

Houston, TX

Duchesne Academy of the Sacred Heart *Diploma*

May 1994

Work Experience

Greenhills School
Ann Arbor, MI
Head of Upper School
2015-present

• Lead a division of 330 students and 40 faculty at a 6-12 independent school.

- Oversee an 8-person team of grade-level "team leaders" who collectively shape the activities at grade level and the resources and opportunities provided to students. Redesigned the team leader structure to mirror the middle school, ensuring a consistent leadership structure and student experience across the school.
- Partner with the administrative team and the department chairs to develop and implement academic
 initiatives, including curriculum mapping, new course development, and a cohesive philosophy on honors
 and Advanced Placement courses.
- Collaborate with the administrative team and the admissions office to reduce attrition rates between middle and upper school and to ensure a seamless and successful transition for students between divisions. Resulted in an 18% reduction in attrition between 2016 and 2017.
- Collaborated closely with the Head of Middle School and Head of School to design and implement a new teacher evaluation system and a teacher leadership structure to support a cohesive culture across divisions.
- Teach a course for 10-12 grade students titled *Global Citizenship for a Sustainable Future* and plan to teach a 2-week seminar on *Food, Culture, and the Search for Authenticity* as part of a new Humanities course.

Primary Source
Watertown, MA
Executive Director
2010-2015

- Managed, directed, and evaluated the mission and programs of the organization, including a 16-person staff and a 14-person Board of Directors.
- Served as a regular speaker and thought leader in national dialogue on the theory and practice of global education in public and private schools.
- Cultivated and supported over 50 public school districts and private schools in the Boston area in their efforts to implement curricular innovation and systems change in global education.
- Oversaw the annual operating budget and all fundraising activity, including 40% from private foundation grants, 40% from earned revenue, and 20% from individual donors and corporate sponsorships to support global education initiatives.
- Developed the organization's first-ever online courses, numbering 10 multi-week courses for teachers. Positioned the organization to leverage these courses as a new revenue stream allowing for greater reach of the business model.
- Cultivated relationships with donors, institutions, and stakeholders, locally, nationally, and internationally.
- Spearheaded and implemented a multi-year strategic plan focused on a new business model and increasing earned revenue for long-term organizational sustainability and growth.
- Co-led delegations of educators to look at comparative education models in Finland, Brazil, and Peru.

Program Director 2006-2010

• Researched, designed, hired, and coached scholars for graduate-level professional development courses for K-12 teachers—specialty in United States, Latin America, Asia, and global competence programs.

- Designed and facilitated the organization's first-ever online courses for K-12 teachers.
- Secured \$150,000 in grant funding to design and launch a new teacher program on Latin America.
- Designed and co-led study tours for teachers and administrators to Ghana, China, and the Dominican Republic providing curriculum support and guidance on creating effective global curriculum.

United States Peace Corps

Cahul, Moldova

English Teacher, Teacher Trainer

2003-2005

- Designed and implemented over 70 training seminars for secondary- and university-level Moldovan teachers, as well as technical training sessions for Peace Corps staff and incoming Volunteers. Resulted in over 300 newly trained educators and a 350-page training manual.
- Taught advanced English to over 80 students per year at the State University of Cahul, Moldova. Resulted in 50 students entering the field of English language instruction upon graduation.
- Secured \$3,000 of grant funding to open a multi-media English resource center. In its first year of operation, this center served over 200 students and 70 teachers with seminars, books, videos, and computer classes. Managed the budget and trained local educators in budget management and documentation.

Kent Denver School Englewood, CO

Upper School French Teacher and Foreign Language Department Chair

1998-2003

- Taught French language at levels I, II, III, III Honors, IV; coached Junior Varsity girls' tennis.
- Promoted to Department Chair, developed curricula, evaluated teachers, and designed workshops. Responsible for departmental budget and for monitoring teacher spending.
- Organized student cultural immersion trips to France in Spring of 1999 and summer of 2000.
- Led the El Pomar Youth in Community Service Club, evaluated 100 grant proposals annually and distributed \$10,000 in grant money to Denver-area non-profit organizations to combat illiteracy and domestic violence.

Denver Summerbridge, Kent Denver School

Englewood, CO

Dean of Faculty

Summer 2002

- Breakthrough Collaborative—formally Summerbridge—is a national organization that provides summer and year-round programming for talented students in under-resourced communities to prepare them for success in college and beyond.
- Evaluated student-teachers and designed their formal professional development program. Resulted in over 35 newly trained teachers in math, literacy, and various electives.

Summerbridge New Orleans, Isidore Newman School

New Orleans, LA

Math and French Teacher, Assistant Dean of Students

1996-1997

- Taught math and French to groups of middle school students aspiring to enter college preparatory schools.
- Designed and implemented supplemental activities for over 100 middle school students.

Professional Awards

• Award for excellence in teaching, Kent Denver School

2000, 2002

• Klingenstein Summer Institute, Columbia Teachers College

Summer 2001

• Teacher Travel/Study Grant award to teach English in Morocco, Kent Denver School

Summer 2001

Selected Presentations and Professional Development

ISACS Leadership Academy: Business Acumen for School Leaders

Upcoming, June 2017

Workshop participant, Leadership Academy in partnership with Kellogg Center for Nonprofit Management

Exploring Global Citizenship Through Armchair Philanthropy

Upcoming, Fall 2017

Upcoming workshop presenter, Annual Conference, Independent Schools Association of the Central States

Building a Global Education from Mission to Practice Workshop presenter, Annual Conference of ASCD Spring 2012

21st Century Administrators: Leading Globally-Minded Schools

Spring 2009

Workshop presenter, Massachusetts Secondary School Administrators Association

Beyond the Textbook: How Do We Connect With the Global Community

Spring 2007

Workshop presenter, Annual conference of the Massachusetts Initiative for International Education

Certification, Languages and Computer Skills

- Certification in K-12 French (PA), 6-12 French (TX), and 8-12 English Language Arts and Reading (TX).
- Fluent in French and Romanian; Proficient in Spanish; elementary proficiency in American Sign Language.