

CAREER SUMMARY

- **Leadership.** Recognized as a role model for leading highly effective teams. Able to articulate a clear vision and energize others toward that vision. Diplomatic and focused on creating an optimistic work environment. Decisive under pressure while remaining creative, flexible, and responsive.
- **Financial management.** Extensive background in developing, analyzing, and monitoring budgets. Adept at developing financial protocols to strengthen internal controls and control costs. Skilled at soliciting in-kind and financial donations. Strong history in exceeding fiscal targets.
- **Analysis and evaluation.** Significant experience conceptualizing and analyzing complex issues. Skilled at identifying key issues, evaluating options, and developing strategies to meet goals.
- **Strategic planning and project management.** Successful in developing and implementing strategic initiatives. Strong track record in taking complex, high impact projects from conception to completion on time and within budget.
- **Communications.** Experienced in making convincing and relevant presentations to a variety of groups. Skilled in articulating information to advance organizational goals. Demonstrated ability to think on my feet and provide clear, trustworthy information. Excellent writing skills.

EXPERIENCE

Principal

Hop Skip Consulting

2015 to Present

Davis, CA

- Create, communicate, and implement Hop Skip’s mission and overall direction.
- Analyze client requirements, gather research and data, compile and analyze results, and develop and present customized deliverables, including reports and presentations.
- Develop and maintain project schedule, resource allocation, and project communication.
- Lead all aspects of Hop Skip’s operations and financial management.
- Develop and implement marketing strategies and proposals to secure new business.

Chief Operating Officer

Washington Yu Ying Public Charter School

2011 to 2015

Washington, D.C.

- Led all aspects of business operations with efficiency. Responsibilities included financial management, business and program development, compliance reporting, strategic planning, human resources, risk management, fundraising, board relations, staff supervision, and facilities improvement.
- Managed a \$9M budget. Significantly increased revenue between 2012 and 2015. Initiated and led Yu Ying’s complex debt structure into a simplified, lower risk, cost saving solution, which allowed the organization fund its building expansion and maintain cash reserves. Developed financial procedures to strengthen internal controls and control costs. Continually outperformed budget targets each month. Maintained between 7 to 9 months of operating cash in reserves—well over the recommended minimum amount for a non-profit.
- Led the organization in achieving sustainable growth. Initiated strategic growth initiatives, which allowed Yu Ying to increase student enrollment by 40 percent between 2012 and 2015. Implemented several IT projects to streamline operations and save resources. Created Washington, DC’s first Chinese immersion preschool program to increase Yu Ying’s student enrollment. Planned and managed a \$2.4M campus expansion to keep up with increases in student enrollment. Developed policies and systems to accommodate the organizational growth.
- Ran an award-winning organization through substantial growth and change. Yu Ying was recognized by U.S. Department of Education as a “Green Ribbon School,” named “Best Elementary” by Washington DC City Paper (2013, 2014, 2015), and achieved “Tier 1” status (2013, 2014, & 2015) for quality academics and excellent management practices.
- Served as a Yu Ying’s public spokesperson. Co-managed media relations. Responsible for regular communication and time-sensitive notifications to parents, staff, and board trustees.

Senior Policy Analyst

2002 to 2011

U.S. Government Accountability Office (GAO)

Washington, D.C.

- Consulted with congressional staff and federal department heads to understand strengths and weaknesses of government programs and made recommendations to the Congress to improve the effectiveness and efficiency of those programs.
- Presented GAO findings to a variety of audiences, including congressional staff, federal program officials, and conference attendees.
- Prepared numerous clearly written documents ranging from internal communications to Congressional reports and appropriately tailored each document to the audience's needs.
- Managed multiple high-risk projects with varying deadlines and successfully achieved accurate, relevant, and timely results.
- Led teams through numerous nationwide site visits with both cooperative and reluctant groups to gather useful information and integrated this information into reports with findings that impacted federal policy.
- Analyzed a wide range of qualitative and quantitative data to identify inefficiencies and develop solutions.
- Effectively managed large-scale performance evaluations/audits of federal policies, procedures, organization operations, services, and finances.
- Supervised, coached, and developed staff, including new employees to help them understand the complex issues while assisting them with research, analysis, and writing.

Departmental and Fiscal Analyst

1997 to 2000

Yolo County Department of Social Services

Woodland, CA

- Planned and managed large county-wide projects, including overseeing the design and implementation of multiple welfare reform programs.
- Represented Yolo County at state association meetings and presented information to department heads and the Yolo County Board of Supervisors.
- Developed and fostered effective working relationships across county departments and community organizations.
- Prepared county budgets, provided financial analyses, and forecasted expenditures.
- Researched and analyzed policies and other regulatory requirements to ensure compliance.
- Analyzed, tested, and implemented IT system requirements.
- Coached staff on program procedures to ensure consistent application of county policies.

EDUCATION

Master of Public Administration

University of Massachusetts, Amherst

May 2002

Awards: Massachusetts Policy Fellowship

Bachelor of Science in Human Development, Minor in Sociology

University of California, Davis

June 1995

Honors: UC Davis Dean's List