

professional experience

Assistant Director, IAP Communications • Brooklyn College, CUNY • August 2018 –Present

- Collect, present, and disseminate information for all units reporting to the Senior Vice President for Finance and Administration (SVPFA) and programs and assets of the Office of Institutional and Academic Programs (IAP) across print, web, and social media platforms.
- Design and write content for web pages for units reporting to the SVPFA, develop training materials and presentations related to policies and procedures, and manage regularly scheduled communications to the campus community.
- Design and develop multilingual promotional materials (web, print, flyers, etc.) for revenue-generating units of the IAP portfolio including the American Language Academy and other PACE-based initiatives.
- Collect information related to IAP assessment and planning functions for reporting purposes.
- Write and edit reports and develop appropriate reporting tools and templates, forms, and flowcharts.
- Serve as primary liaison and coordinator for IAP responsibilities connected to the College's Strategic Plan.

Procurement Support Specialist • Brooklyn College, CUNY • July 2013 – July 2018

- Procured goods and services on behalf of the College, including promotional items, printing, software, audiovisual, and computer hardware.
- Prepared contractual agreements and purchase orders for goods and services provided to the College.
- Negotiated agreements and prepared bid specifications and advertisements for large scale procurements in conjunction with the Office of General Counsel.
- Created training materials, policy and procedure manuals, videos, and presentations to clarify rules, regulations, and best practices.
- Designed and maintained interactive PDF forms for College use.
- Provided technical support for computer software, hardware, and web applications.

Administrative Coordinator for Special Projects • Brooklyn College, CUNY • November 2003 – June 2013

- Webmaster for the Office of the Associate Vice President for Budget and Planning/CFO.
- Designed, created, and edited policy and procedure manuals for offices under the purview of the AVP including reports and presentations used for institutional planning. Maintained repository of standardized email and written communications to both end users and vendors.
- Designed and maintained a library of over 50 interactive PDF forms for the Offices of Accounts Payable, Bursar, Enrollment Services, Procurement and Support Services, Property Management, and Student Life.
- Assisted the Office of Printworks in the creation of business cards, stationery, cards, posters, and fliers and designed and edited the quarterly Adult and Continuing Education Catalog.
- Coordinated external rentals process, including scheduling, scouting, contract execution, and payments.

education and skills

1998 – 2002 • Brooklyn College / CUNY Baccalaureate Program

B.S. in Electronic Design, Web and Multimedia Programming; Magna Cum Laude

Design: Adobe InDesign, Photoshop, Illustrator, Acrobat, Dreamweaver, Fireworks, Soundbooth, Bridge, Lightroom, Flash, QuickTime, Automator, MS Office, PC/MAC

Programming: Standards-compliant XHTML, CSS, JavaScript, jQuery, AJAX, PHP, Perl, Red Dot CMS

Certifications: Certified in ArcGIS Level 1: Intro to GIS; Knowledge of ArcView software.

Languages: Intermediate Japanese and Portuguese, Basic French and Italian

Other: UI/UX Design, Photography, Digital Photography and darkroom experience. Remark OMR. Writing and editing, slide presentations, spreadsheets, database creation and implementation.