

Summary

I'm an experienced technology project manager, but in my heart-of-heart's, I'm an educator. For the past few years, I've developed students, products, curricula, technical specifications and project teams. I love technology, learning & teaching, and I seek to continue building my skills as a manager and as an educator.

Work Experience

Sr. Project Manager

Digital Divide Data ("DDD")

March 2008 - present

Currently, I lead global pursuit teams (sales, software, partners and operations) to close priority client accounts in new markets (+ \$1,000,000). I am the lead product developer for DDD's eBook conversion service offering for I-Phone/I-Pad, Kindle and mobile devices. In 2009, I designed and deployed DDD's first standardized XML skills-training platform. I have also managed client services, communication plans, tracking, requirements and issue resolution for key accounts.

Educator & Communications Associate

The Nesiya Institute

January - September 2007

Managed, guided and supported 8 staff and 40 students in a 5-week experiential team-building program.

Academic Program Coordinator

New Directions ("Kivunim")

July 2006 - January 2007

Developed curriculum, multi-media course materials, strategic partnerships and conceptual framework for pilot-year, post secondary gap year program.

Educator / Legislative Assistant

Union for Reform Judaism

July 2006 - January 2007

Led bi-monthly political activism workshops in Washington, DC for 1,500 high school students.

Skills

- Team-building, communication, collaboration & outdoor experience facilitation
- Project planning, budgeting, tracking and modeling (MS Excel, Project & Visio)
- *Salesforce* lead-to-order use, reporting & integration with 3rd party applications
- Web design, (X)HTML, CSS, RSS/Atom, Developer tools (Chrome, Firebug, etc.), Wordpress & XML
- C++ & Java (formal studies and self-teaching)
- Conversational proficiency in Chinese (Mandarin) and Hebrew

Affiliations

- Member of [ePub Standards Working Group](#) (“Open eBook” XML standard)
- Selected for fully-funded leadership fellowship abroad, [Dorot Foundation](#)
- Recruiter & Interviewer, [Dorot Foundation](#)
- Interviewer & Committee Chair, Duke University Alumni Admissions

Education

Duke University

1999 - 2003

B.A., Political Science & minor in Chinese Studies; *Magna Cum Laude*

Capital Normal University (首都师范大学)

Fall semester, 2001

Chinese language, anthropology and political studies