

SUMMARY of QUALIFICATIONS

- Natural leader with substantial client-facing experience supported by a strong technical background
- Proven success delivering results in large and small cross-functional teams
- Excellent verbal and written communication skills, including extensive background presenting complex and technical content in a simple format
- Effective in an entrepreneurial, fast-paced, challenging environment

WORK HISTORY

Digital Project Manager Clockwork Active Media Systems, Minneapolis, MN **Dec 2012 - current**

- Lead short-term digital projects implementing and customizing a proprietary platform from definition to launch; includes all client interaction, team management, and ownership of the schedule and budget
- Manage long-term client projects including estimating and prioritizing feature requests and bug fixes, executing periodic code pushes, and leading substantial upgrade projects

Entrepreneur-in-Residence CPPNA, Minneapolis, MN **Sep 2012 - Dec 2012**

- Cultivated and developed new business ideas through a Lean Startup lens with a focus on fast failure and customer insights; make recommendations to continue to research, move to experimentation stage, or abandon the idea
- Conducted primary and secondary research including customer interviews, market assessment, and competitive analysis; distill research into a cohesive, actionable presentation of opportunities

Principal Regulatory and Quality Consultant Libra Medical, Minneapolis, MN **Dec 2011 - Dec 2012**

- Actively managed client relationships with startup medical companies, including ongoing communication, adjusting project scope, and determination of project schedule
- Crafted complex system documentation for client with minimal sector knowledge, including flowcharts, checklists, and other elements to improve adherence to regulatory requirements

Executive Director West Bank Business Association, Minneapolis, MN **Dec 2010 - Dec 2011**

- Planned, resourced, and executed the 2011 West Bank Music Festival; managed outdoor staging, road closure, marketing, beer and food sales, ticketing, volunteers, and sponsor recognition; doubled attendance over previous year to 3500 and achieved profitability
- Developed and implemented organization strategy to meet diverse business association member needs related to the neighborhood business district

Business Consultant Altruitive Consulting, Minneapolis, MN

Jan 2009- Apr 2010

- Organized and conducted multi-party ideation sessions with high-level representatives from utilities, private corporations, non-profits, and academia; developed and refined collaboration structure for multi-party ownership of intellectual property
- Created market analysis for organization providing education, incubation, and funding to startups using business models to address issues related to poverty in emerging markets

Medical Device Quality Engineer Velocimed, St. Jude Medical, Boston Scientific

2000-2006

- Created and managed project schedules, testing, and reporting for eleven cross-functional, multi-location product development teams, including two years at a fast-paced startup; consistently met deadlines while managing multiple projects
- Launched multiple medical devices including an implantable cardiac device developed in a fast-paced startup environment; successfully transitioned project into larger corporation after being acquired; successfully supported products manufactured in Ireland and Mexico

OTHER EXPERIENCE

- Software Skills: Microsoft Office, Wordpress, various Project Management tools (expert); Ruby on Rails, Javascript, Twitter Bootstrap, Photoshop/ GIMP (beginner)
- Studied Mandarin in **Beijing, China** April – Aug 2010; Volunteered in **Hyderabad, India** Aug – Dec 2008
- Volunteering: **Minneapolis Board Member** (Sep 2010 – current): Lead event execution, strategy, and volunteer management; **Carlson Ventures Enterprise Advisory Board Member** (Jan 2013 – current): Support and advise on revenue strategies and student projects

EDUCATION

Carlson School of Management, University of Minnesota, Minneapolis, MN

MBA, May 2008- recipient of full Carlson School of Management Scholarship

Institute of Technology, University of Minnesota, Minneapolis, MN

BME- Mechanical Engineering, May 2001