



Experience

PROJECT COORDINATOR & CONSTRUCTION LIAISON

Amento Group, Seattle, WA / 2016-Present

- Project Coordinator: Coordinate production of documents including project manuals and submittals. Assist with preparation and editing of claim reports and spreadsheets. Provide general administrative and business support. Record and track Construction Administration documents. Manage product research, literature, and samples. Correspond with product vendors and contractors for collaboration.
- Construction Liaison: Single point of contact between construction team and the ownership on condo repair projects. Assist owners in understanding the scope of repair and prepare them for the construction process. Attend weekly construction meetings and homeowner meetings as needed. Post and update project schedules. Coordinate necessary construction access to individual units for construction personnel. Document problems and coordinate the Construction Manager and Contractor to address or mitigate owner concerns.
- Report Editor. Assist with creation, editing and preparation of in-house reports, scopes of repair, condition assessments and graphics. Provide guidelines to consultants for preparing reports. Establish system for effective peer review.

HOMEOWNER LIAISON

Gallery Belltown Condominiums, Seattle, WA / 2016

- Interface directly with both clients and agents.
- Prepare informational memos and graphics for homeowner understanding of upcoming construction related to their unit.
- Analyze data and produce graphics as needed.
- Perform various administrative tasks as needed.

GRADUATE RESEARCH ASSISTANT OF COMPUTATIONAL ASTROPHYSICS

University of Wisconsin-Madison, Madison, WI / 2011-13

- Modernize deprecated code for parallelized implementation, with emphasis on high computational efficiency.
- Learn new programming languages as needed without formal instruction.

GRADUATE TEACHING ASSISTANT OF ASTRONOMY

University of Wisconsin-Madison, Madison, WI / 2010

- Conduct supplementary lectures and draft lesson plans to complement core curriculum.
- Demonstrate core physical concepts in a manner that is approachable to introductory students.

Education

UNIVERSITY OF WISCONSIN-MADISON

Madison, WI

- Master of Science, Astrophysics, 2012
- Minor: Plasma Physics, 2012

WHITMAN COLLEGE

Walla Walla, WA

- Bachelor of Arts, Physics-Astronomy, Cum Laude, 2010
- Minor: Applied Mathematics, 2010

Professional Affiliations

MASTER BUILDERS ASSOCIATION (MBA)

King & Snohomish County

- Associate Member, 2016-Present

COMMUNITY ASSOCIATION INSTITUTE (WSCAI)

Washington State Chapter

- Business Partner, 2016-Present