

**Kelly Davenport, Ed.D.** - Kelly Davenport has led Freire Charter School since its inception 15 years ago, and has built it into the one of the most respected and successful charter schools in Philadelphia. Kelly has a doctorate in Educational Leadership from the University of Pennsylvania. She also serves as a trainer for the Pennsylvania Inspired Leadership Program run by the Pennsylvania Department of Education. There, Kelly trains principals across the state of Pennsylvania to become effective instructional leaders. As the current Head of Freire Charter School, Kelly manages ongoing operations for both of Freire's existing campuses. Her career is supported by nine years of classroom teaching at the secondary and college levels.

**Tammy Khieu** - For six years, Tammy Khieu has managed all of Freire Charter School's financial and administrative operations as the school's Head of Administration. Prior to her work at Freire, Tammy has 13 years of experience as a financial and business management analyst. She earned her Bachelor of Science in Accounting from the Wharton School at the University of Pennsylvania. Tammy's careful spending and financial leadership allow Freire Charter School to provide a top-notch education with top-notch materials and technology to its students, all on a shoestring budget.

**William Porter** - Born and raised in Wilmington, DE, William is the son of a homemaker and a former General Motors factory worker. After graduating from Saint Elizabeth's High School in Wilmington at the top of his class, William pursued a Bachelor of Arts degree in European History at the University of Delaware, where he was a member of the Honors Program and graduated with an Advanced Honors Certificate.

Upon graduation, William taught 6<sup>th</sup> grade outside of Washington, D.C. while pursuing graduate work at Johns Hopkins University and directing an after-school youth program at a homeless shelter in Virginia. Moving to Philadelphia for graduate school, William completed a Masters in Education degree in Higher Education Management at the University of Pennsylvania in 2002. While in graduate school, he managed a business with over forty employees and worked at Parents Involved Network, a state agency serving youth with special needs.

In August 2002, William joined the Freire Philadelphia team as a math teacher. His students have consistently demonstrated remarkable gains in knowledge, and in three different years, Freire Philadelphia was lauded by the Philadelphia Inquirer for having one of the highest math state test gains in the five-county region. In 2010, William was awarded a National Spotlight Teacher Award by the U.S. Department of Education's EPIC Program.

In addition to teaching, William has served as an administrator at Freire for a number of years, first as a director and then as a school head. He created Freire's college counseling program and served as its director for a number of years, while teaching

simultaneously. In 2008, William was selected by the U.S. Department of State for a Fulbright Scholarship for school administrators and represented Freire's approach to education in Europe. Since 2010, William has served as Freire's Head of Academic Affairs where he leads college counseling, admissions, academic advising, and out-of-school time programming.

William currently lives in the Belmont Village section of Philadelphia, where he spent the last three years serving as Board President of the Belmont Village Community Association. In this capacity, he served as the public face for BVCA in fundraising, for media requests, and in city and state government. He also wrote and won three grants for community redevelopment during this time.

Since finishing additional graduate coursework at Wilmington University in 2008, William has been a certified school principal in the State of Delaware. He anticipates moving back to his home state to lead Freire Wilmington in the near future.

**Paul Ramirez** - Paul is a 10th grade English teacher at Howard High School of Technology. He arrived at Howard through the Teach for America (TFA) program. Now in his fourth year of teaching, he was recently named the English department chair, and is responsible for helping to shape district-wide English curriculum as well as mentoring and advising other English teachers. He is a teacher of the year nominee, and his students at Howard have had some of the highest gains in reading scores in the school for the past three years. In addition to teaching, Paul advises the school's newspaper The Howard Voice and the 10th grade student leadership committee. Paul also remains active with Teach for America, having served as an induction coordinator, a corps culture leader, and has worked to train new teachers at TFA's summer institute in Philadelphia. Paul earned a Bachelor of Arts degree in Literature from Yale University and a Masters' in secondary teaching from Wilmington University.

**Felicia Wenell** - Felicia Wenell currently teaches math and science to 8th grade students at Stanton Middle School in Wilmington. She graduated magna cum laude from Iowa State University in 2011, and began her work at Stanton immediately afterward. In her first year at Stanton, Felicia helped her students achieve the highest state standardized test scores of all non-honors students at their grade level in math and science. Felicia earned her Masters in Secondary Teaching from Wilmington University in 2012. She is a Teach for America alumna, and is also a member of Stanton's Building Leadership Team.

**Rachel Wiggans** – Rachel Wiggans came to Freire four years ago after graduating with her bachelor's degree from Northwestern University, where she studied Social Policy. Upon first joining the Freire team, Rachel was tasked as the Assistant to the Head of School. In that role, she learned about Freire's governance and leadership structure, its policies, and overall operations. Quickly thereafter, Rachel grew to become the Director of Research and Quality Assessment where she has developed a platform for evaluating student performance versus predicted outcomes on a teacher by teacher basis. She has also written grants, authored many reports, and served as the school's main connection to the public policy and political domains. In addition, Rachel serves as the faculty leader of the Student Government and Mock Trial Team. Rachel completed her Master's in Public Administration at the University of Pennsylvania's Fels Institute of Government in December 2013.

**KELLY DAVENPORT, Ed.D.**  
527 Radek Court, West Chester, PA 19382  
(302) 984-2222 Home (302) 463-4973 Cell  
kdaven1048@aol.com

## **SUMMARY**

- Chief Executive Officer and Chief Administrative Officer for Freire Charter School, a 100% non-violent, safe learning environment for students in grades 5 – 12. Manage ongoing operations as well as expansions in Philadelphia and Wilmington, Delaware. Career supported by nine years of classroom teaching at secondary and college levels.

## **PROFESSIONAL EXPERIENCE**

### **Chief Executive Officer and Founding Team Member (1999-Present)**

*Freire Charter School – Philadelphia, PA*

- Led Freire's expansion into a new middle school in 2011, doubling Freire's total student population.
- Lead comprehensive academic, financial, facilities, and human resources operations to accommodate growth from zero in 1999 to 1000 students and 100 staff in 2013.
- Manage over \$600,000 each year in state and federal government grants through 21st Century Schools, IDEA, Title I, Title II, and Title IX.
- Lead Freire's expansions in Philadelphia and Wilmington, Delaware, including leadership development, curriculum design, real estate procurement, capital campaigns, board development, and code compliance.

### **Facilitator (2001-Present)**

*Pennsylvania Inspired Leaders Program – Pennsylvania Department of Education*

- Lead PA Department of Education Act 45 and 48 courses for all certified state principals.

### **Adjunct Professor (Fall 2001)**

*Arcadia University – Philadelphia, PA*

- Taught secondary teacher's certification requirement course "The Secondary Classroom."

### **Adjunct/Associate Professor - Spanish and Portuguese Department (1997-1999)**

### **Kellogg Foundation Grantee - Research Fellow (1998-1999)**

*University of Pennsylvania – Philadelphia, PA*

- Partnered with teachers at West Philadelphia High School to design a community-focused curriculum that introduced local community volunteers into the classroom.
- Authored a 30-page report that recommended volunteerism strategies for urban high schools.

**Spanish Teacher - Upper School 7-12 (1995-1997)**

**Assistant Dean of Discipline**

**AFS Coordinator**

**10th Grade Advisor**

**Founder - Study Abroad Summer Program (Argentina/Chile)**

*The Collegiate School – Richmond, VA*

- Founded, launched, and managed a 6-week program for students to study/live abroad. Created budget, managed finances, and oversaw program. Taught afternoon programs for Cultural Education and Spanish language training.

**Associate Professor - Spanish and Portuguese Department (1992 – 1994)**

*Indiana University – Bloomington, IN*

- Taught Spanish and Portuguese languages; planned lessons; evaluated and graded students.

**Teacher (1990-1992)**

*American Language Institute – Lisbon, Portugal*

- Worked with executives in the Portuguese Telecommunications industry. Taught English to individuals and groups to improve their European Union (EU) negotiation skills.

## **EDUCATION**

**Ed. D, Education, Leadership, and Policy (2001)**

*University of Pennsylvania – Philadelphia, PA*

**Masters of Arts in Teaching, Spanish (1994)**

*Indiana University – Bloomington, IN*

**B.A., Spanish Literature (1990)**

*University of Pennsylvania – Philadelphia, PA*

## **ADVANCED TRAINING**

- **Leadership Development Program - S. H. Darrow & Associates Sponsored (2003)**
- **Authority, Leadership and Organizational Life in a Changing World - A.K. Rice Institute Sponsored (2001)**

## Tammy Khieu, CPA

612 North 23<sup>rd</sup> Street • Philadelphia, PA 19130  
 (Home) 215-763-6875 • (Work) 215-557-8555 • (Cell) 215-820-8660  
 email: tammy@freirecharterschool.org

### EXPERIENCE

---

#### Freire Charter School Head of Administration

May 2007 to Present

- Manage all financial operations including preparation of monthly financial statements, cash flow, accounts payable, purchasing, budget preparation, multi-year pro formas, year-end audits.
- Perform financial analysis and create ad hoc reports
- Work closely with external accounting firm to manage their accounting services
- Manage grants - how we receive the money and spend it
- Handle PIMS reporting
- HR Administration - issue contracts, maintain employee files including clearances, payroll, benefits, compliance
- Handle insurance issues
- Coordinate facilities and IT issues with Facilities and IT Directors
- Manage e-rate process for IT and telecom systems

#### Morgan, Lewis & Bockius LLP

National law firm with 1300 lawyers and 22 offices around the world.

#### Senior Business Management Analyst

2004 to 2007

##### Project Management

Identify, develop and implement solutions to optimize operations, financial procedures and reporting, and various workflow processes.

- Create detailed project plans with timelines and roles and responsibilities.
- Issue status reports and follow through on all action items.
- Prioritize and balance competing demands in extremely fast-paced environment.

##### Management Reporting

- Issue and analyze monthly, quarterly and ad hoc reports.
- Discuss financial results and recommend courses of action with practice group leader.

##### Budgeting and Financial Analysis

- Prepare MLR budget and summary reports.
- Analyze and report unusual variances on a monthly basis and take corrective action as necessary.
- Conduct in-depth financial analyses targeted toward identifying revenue growth, cost reductions and profit improvements.

#### Financial Systems Analyst

1998 to 2003

##### Ad Hoc Reporting

- Created ad-hoc financial reports by querying live and warehoused data stored in Informix and Microsoft SQL OLAP databases.
- Highly proficient in report-writing tools such as Access, IQ Objects, Crystal, Monarch. Worked with Informix database access tools to write and test SQL statements.
- Senior management relied heavily on reports' integrity in formulating Firm's long-term strategy, identifying unprofitable practices, and evaluating performance and compensation of attorneys.

##### Systems Conversion (Project Manager)

Directed conversion of all major systems (accounting, payroll, HR, Lotus Notes) to accommodate new department structure. Developed action plan for four departments, tested all data, and documented procedures. **Result: Completed live conversion of three years of historical data in one weekend with no downtime to Firm during business hours.**

##### Application Development / Automation

- Developed user-friendly applications to enable self-sufficiency among non-IT staff.
- Identified and automated repetitive tasks, boosting productivity and efficiency.
- Researched costs and benefits of upgrading software. Identified alternative to purchasing new server, **resulting in a \$10,000 cost saving to the Firm.**

**The Graham Company (Insurance Brokers)**

1995 to 1998

**Account Analyst**

- Analyzed loss history, reviewed contracts, and customized insurance coverage for commercial clients.
- Developed Excel models to project insurance premiums and costs for clients. *Models became standard applications for company-wide use.*

**Price Waterhouse LLP**

1994 to 1995

**Auditor**

Audited financial statements of medium to large sized companies in accordance with Generally Accepted Auditing Standards. Analyzed, on a test basis, financial journals and the accounting principles used.

---

**EDUCATION****The Wharton School, University of Pennsylvania**

1994

Bachelor of Science, Accounting

---

**ADDITIONAL INFORMATION**

- Advanced Excel, Access and PowerPoint skills.
- Advanced report writing skills utilizing Access.
- Passed all parts of CPA exam.
- Former President of Penn Alumni Club of Philadelphia.
- Founding member and Board member of ICON|Philadelphia, a not-for-profit Asian-American professional organization.
- Well developed leadership skills - highly experienced with recruiting and motivating volunteers, delegating tasks, following up, and rewarding excellence.

# William Porter

4804 Conshohocken Avenue ♦ Philadelphia, PA 19131  
Cell Phone (302) 521-5358 ♦ Email wmpor12@hotmail.com

## EDUCATION

---

<b>School Principal Certification</b>	<b>05/2008</b>	<b>Wilmington University</b>
<b>Master of Science in Education</b> Degree in Higher Education Management	<b>05/2002</b>	<b>University of Pennsylvania</b>
<b>Graduate Work in Education</b>	<b>Fall 1999</b>	<b>Johns Hopkins University</b>
<b>Bachelor of Arts</b> Degree in European History/Honors Certificate	<b>05/1999</b>	<b>University of Delaware</b>

## WORK EXPERIENCE

---

<b>Head of Academic Affairs</b>	<b>7/2010-present</b>	<b>Freire Charter School Philadelphia, PA</b>
<ul style="list-style-type: none"> <li>▪ Lead and manage as co-principal all aspects of the following areas of the school: <ul style="list-style-type: none"> <li>▪ Academic advising program for each grade level</li> <li>▪ Admissions for both middle school and high school campuses</li> <li>▪ Advanced Placement program</li> <li>▪ After-school programming for both middle school and high school campuses</li> <li>▪ Alumni affairs</li> <li>▪ College counseling program</li> <li>▪ Scheduling for students and staff</li> <li>▪ School database (PowerSchool administrator)</li> <li>▪ School records (grades, transcripts, credentialing, transfers)</li> <li>▪ School website</li> <li>▪ Standardized testing &amp; data reports</li> <li>▪ Student billing (book distribution process, fees, record holds)</li> </ul> </li> <li>▪ Serve on senior leadership team of school</li> <li>▪ Evaluate performance of teachers with fellow heads</li> <li>▪ Oversee program budgets and monitor grant compliance</li> <li>▪ Support Head of Academics with course planning</li> <li>▪ Support Head of Academic Supports with Code of Conduct and building safety</li> <li>▪ Supervise Academic Affairs assistant, admissions staff, academic advisors, after-school staff, college counselors, Director of College Counseling, and Director of Student Activities</li> </ul>		
<b>Director of College Counseling</b>	<b>1/2003-6/2010</b>	<b>Freire Charter School Philadelphia, PA</b>
<ul style="list-style-type: none"> <li>▪ Counseled students and parents about all aspects of the college search and application process</li> <li>▪ Built and maintained collegial relationships with college admissions personnel</li> <li>▪ Designed workshops to educate students and parents about various aspects of the college process</li> <li>▪ Reviewed, packaged, and mailed all students' applications</li> <li>▪ Reviewed and submitted all students' financial aid forms (FAFSA, CSS Profile, IDOC, etc.)</li> <li>▪ Assigned classes for all students</li> <li>▪ Coordinated registration of students for PSAT, SAT, and ACT</li> <li>▪ Collected and reported student application data and admission history for administration and Board</li> <li>▪ Produced school profile</li> <li>▪ Created transcripts for all students and reviewed academic credentials of all incoming students</li> <li>▪ Created AP Program and served as AP Program Coordinator</li> <li>▪ Advised student-athletes of NCAA requirements</li> <li>▪ Supervised Assistant to the Director of College Counseling</li> </ul>		



**Mathematics Teacher****8/2002-6/2010****Freire Charter School  
Philadelphia, PA**

- Taught two to four sections of Algebra I, Geometry, or Math Analysis
- Read all course material, processed information, and created lesson plans
- Assessed performance levels of students through formal and informal means
- Disciplined students appropriately and effectively for improper actions
- Promoted a learning environment in which all students could feel successful

**Admissions Coordinator****9/2005-6/2010****Freire Charter School  
Philadelphia, PA**

- Served as public face for school when conducting various admissions presentations at schools and fairs
- Served as the liaison between Freire and all middle school counselors
- Organized and executed the Fall Open Houses
- Trained student volunteers as school tour guides
- Created marketing materials for Freire using various computer applications

**Store Manager****7/2000-5/2001****Snow, Inc.  
Alexandria, VA**

- Managed all facets of store operations
- Supervised a staff of 40+ workers
- Analyzed incoming financial reports and took appropriate action
- Maintained a commitment to a strong community presence through partnerships with charitable organizations and attending community events
- Managed the purchase, presentation, and inventory of all store merchandise, product, and equipment
- Ensured the physical maintenance and safety standards of the store
- Completed schedules, payroll, and distribution of bonuses
- Implemented marketing initiatives for new products

**Teacher****8/1999-6/2000****Samuel Chase Elementary School  
Temple Hills, MD**

- Taught 32 6<sup>th</sup> grade students science, health, art, and language arts; taught 65 students social studies
- Read all course material, processed information, and created lesson plans
- Assessed performance levels of students through formal and informal means
- Advised/counseled students regarding scholastic and personal issues
- Disciplined students appropriately and effectively for improper actions

**PROFESSIONAL ACTIVITIES & ACCOMPLISHMENTS**

---

- Member of Policy Building Team, Staff Governance Committee, and Professional Learning Committee at Freire Charter School
- Invited Presenter at the PA Improving School Performance Conference; presented “Solving for X: An Equation for Change in Urban High School Math Instruction”
- 2007-2008 U.S. Fulbright Scholar for School Administrators
- 2009-2010 Winner of EPIC’s National Spotlight Teacher Award from the U.S. Department of Education
- Students recognized three different years by the Philadelphia Inquirer for having one of the top math gains on state tests in the five-county region
- Board President of Belmont Village Community Association (2010-2013)
  - Served as public face of group in fundraising, for media requests, and in city & state government
  - Wrote and won three grants for community re-development
  - Oversaw \$500,000 public works project from start to finish
  - Managed organization’s budget
  - Executed the strategic vision of BVCA and promote positive change in community overall

1316 W 7<sup>th</sup> STREET, WILMINGTON, DE 19805  
 PHONE (832) 465-5036 EMAIL PAUL.E.RAMIREZ@GMAIL.COM

## Paul Ramirez

### Professional Experience

---

#### Howard High School of Technology, Wilmington, DE

*English Teacher, Fall 2010 – Present*

*English Department Chair, Winter 2012 – Present*

- Teach 10<sup>th</sup> grade at this high-needs urban high school with 70% low-income students. Students have consistently had the highest growth in achievement scores in the school every year for the past three years.
- Winner of a Delaware Talent Cooperative award (\$10,000 prize) for the 2012 – 2013 school year for having 92% of students meet their individual growth targets. In 2012-2013, students in my classes grew by fifty-nine points on their state reading assessment, nearly doubling average growth in the state.
- Re-wrote district-wide English curriculum with other English department chairs in spring of 2013 to align with common core standards. This year, currently manage implementation of the new curriculum at the school.
- Proposed a new data system for assessment that is now being used at every school in the district, and lead trainings for administrators and other instructional leaders on how to use this system.
- Lead professional development for teachers as English Chair and as a member of the Instructional Leadership Team, both at a school and district level. Ratings of these sessions are among the highest in the team.
- Primary mentor for three first-year teachers (the most of any mentor in the school) and coach for all English teachers (eleven teachers). Conduct regular observations and feedback meetings.
- As a result of reforms, Howard has gone from 46% proficient in reading in 2010 to 80% proficient in 2013.

#### Teach for America Institute, Philadelphia, PA *Corps Member Advisor*

**Spring 2013 – Summer 2013**

- Served as primary mentor and coach for ten teachers in this intensive five-week institute for new teachers.
- Conducted daily classroom observations and twice-weekly debrief conversations of all teachers, gave daily feedback on all lesson plans, and each day led two to four sessions on instruction and teaching practice for groups of up to forty teachers. Participated in 50+ hours of development to prepare for this role.

#### The Vision Network, Wilmington, DE, *Data Analysis Intern*

**Summer 2012**

- Analyzed end-of-year student achievement data for the twenty-six schools in this network of schools in Delaware.
- Created a series of data reports that were presented to principals, superintendents, and policy makers.

#### Elite Educational Institute, Seoul, Korea, *Instructor*

**Summer 2011**

- Taught college preparatory courses and did college counseling in this intensive institute.

### Other Education Involvement

---

#### Rodel Teacher Council, Wilmington, DE, *Member*

**August 2013 - Present**

- Research Delaware education policy as one of sixteen teacher fellows (out of eighty applicants).

#### Teach for America Delaware, Wilmington, DE, *Corps Culture Leader*

**August 2010 - Present**

- Create events and programming to foster community within Teach for America, DE.
- Served as an Induction Coordinator in 2013 to plan a weeklong series introducing new teachers to the region.

### Education

---

#### Yale University, New Haven, CT --- B.A. in Literature, Aug 2006 - May 2010

- Awards and Honors:
  - *George A. Schrader Prize*, awarded to one Yale senior at graduation for excellence in the humanities (2010).
  - *Thomas E. Weil Jr. Essay Prize* for excellence in composition, St. Anthony Society, Yale University (2008).
  - *Edward J. Meeker Prize* for excellence in American Literature, Yale English Department (2007).
- Advocacy intern at Carrefour Tiers Monde, Lomé, Togo, a West African children's rights NGO (Summer 2009).
- Studied for a term abroad at the Université de Nantes, France, and taught high school English (2008).

#### Wilmington University, Wilmington, DE --- M.A. in Secondary Teaching, Aug 2010 – May 2011

# Felicia K. Wenell

1423 N. Clayton Street, Wilmington, DE 19806 | 712.887.0133 | felicia.wenell@gmail.com

## | Education |

**Wilmington University**  
**Master of Art**

**August 2011 – July 2012**  
**Wilmington, Delaware**

- Secondary Teaching
- GPA: 3.8/4.0

**Iowa State University**  
**Bachelor of Science, Magna Cum Laude**

**August 2007 – May 2011**  
**Ames, Iowa**

- Major: Logistics Supply Chain Management
- Minor: Political Science
- GPA: 3.8/4.0

**Salzburg College**  
**Study Abroad Experience**

**January 2009 – May 2009**  
**Salzburg, Austria**

## | Professional Experience |

**8<sup>th</sup> Grade Math and Science Teacher**  
**Stanton Middle School - Teach For America**

**August 2011 – Present**  
**Wilmington, Delaware**

- Developed and implemented math and science curriculums in classrooms of 24-32 students
- Led class to 73% mastery of curriculum content with 71% of students surpassing growth goals set by state DPAS Component V measures for 2012-13 (second highest in math department); Rated highly effective by DPAS evaluation; Students achieved the highest state standardized test scores in the grade level of all non-honors students during first year of teaching in 2011-12
- Lead weekly professional learning community (PLC) meetings as current 8<sup>th</sup> grade team leader; Communicate administrative level decisions to team; Organize 8<sup>th</sup> grade celebrations including multiple Positive Behavior Support grade level field trips, graduation, and formal; Member of the building leadership team
- Oversee 13 students as current yearbook advisor to take photographs and create yearbook as well as managing all sales and marketing throughout the year
- Advised 30 students in an after school tutoring program working one on one to target individual math weakness areas

**School Operations Summer Fellow**  
**Prestige Academy**

**Summer 2013**  
**Wilmington, Delaware**

- Developed school day schedules according to staff and administrative recommendations; Created multiple alternate versions to allow for flexibility in staff and building logistical needs
- Compiled a concise manual for all staff, including sections on academics, discipline and culture, day-to-day operations, and parent-student interactions
- Created a scope and sequence for teacher orientation, contacted and scheduled guest presenters

**Program Coordinator**  
**Twin Lakes Christian Center**

**Summer 2009**  
**Manson, Iowa**

- Directed seasonal staff consisting of 25 employees to execute events
- Organized activities, lodging, and scheduling for week long ministry camps for all ages
- Assisted in creating youth and adult curriculum for worship sessions and devotional texts

## | Leadership Experience |

**Board of Directors**  
**Twin Lakes Christian Center**

**February 2010 – Present**  
**Manson, Iowa**

- Directed seasonal staff consisting of 25 employees to plan and execute multi-day events for groups ranging from 10 to 150 participants
- Organized activities, lodging, and scheduling for week-long ministry camps for children aged 5 to 18 and facilitated weekend retreats for all age groups

**Induction Communications and Logistics Coordinator**  
**Teach For America**

**June 2012 and June 2013**  
**Wilmington, Delaware**

- Arranged schedule and coordinated logistics of 5-7 day introductory conference for 30 incoming corps members, 20 guests, and 22 staff members including organizing details for multiple locations, all meals, and travel arrangements
- Supported 15-20 “homeroom” leaders to provide welcoming experience for incoming corps members

**RACHEL M. WIGGANS**324 S. 46<sup>th</sup> Street, #4 ■ Philadelphia, PA 19143

(856) 577-0457 ■ rmwiggans@gmail.com

**Professional Experience****FREIRE CHARTER SCHOOL**

Philadelphia, PA

*Director of Research & Quality Assessment*

9/2011 – Present

- Conduct research, analysis, and provide ongoing strategic counsel and support to Head of School (CEO) and Board of Directors in developing and executing strategic vision and plan for expansion into Wilmington, DE
- Manage charter contract negotiation process with School District of Philadelphia officials, addressing issues of enrollment cap, compliance, and student outcomes to protect the school's interests
- Establish and maintain Freire Charter School's relationship with public relations firm in order to enhance the school's brand recognition and strategic position within the regional charter school sector
- Secured \$55,000 of start-up funding for dashboard and student achievement modeling systems and implemented these systems, thus enabling Freire to vastly improve tracking of key performance indicators at organizational, school, classroom, and student levels
- Collaborated with school leaders, board members, and external partners in operations, human resources, and best practices research and implementation during creation of Freire's middle school campus
- Wrote the school's Annual Report and oversee submission to the Pennsylvania Department of Education in order to track student progress and organizational strategic planning, serving as a key advocate for the school with public policymakers
- Won federal charter school expansion grant through U.S. Department of Education, which awarded more than \$750,000 to the school for middle school expansion project

*Assistant to the Head of School*

9/2009 – 9/2011

- Created presentations for the Head of School, enabling timely and accurate communication with staff and parents regarding student achievement, organizational mission and vision, and annual budget
- Collected data for Effective Practice Incentive Community (EPIC) application and award, including compilation of longitudinal student achievement data; the application resulted in Freire being named a Silver gain school in 2010-2011 and instructional staff receiving awards totaling \$91,000
- Analyzed data used by School District of Philadelphia in calculating Freire's School Performance Index (SPI), ensured accuracy of all data used and corrected any errors made in the SDP's calculations
- Standardized human resources protocol including contract renewal and hiring process, thus streamlining internal operations and communications
- Served as liaison to the school's Board of Directors, scheduling meetings, taking minutes, and communicating about internal issues as needed
- Created the school's weekly email communication to students, parents, and staff, ensuring that all parties had access to relevant information
- Conducted analysis of student achievement data to provide school leaders with information to make decisions related to student intervention programs

**NATIONAL COUNCIL ON TEACHER QUALITY**

Washington, DC

*Research Assistant*

7/2009 – 9/2009

Contributed data from approximately 20 interviews with school leaders to *Student Teaching in the United States* (July 2011), increasing knowledge base around efficacy of student teaching programs in teacher preparation

**Education****UNIVERSITY OF PENNSYLVANIA, FELS INSTITUTE OF GOVERNMENT**

Philadelphia, PA

Masters in Public Administration

12/2013

Certificate in Nonprofit Administration

Stephen B. Sweeney Awardee

**NORTHWESTERN UNIVERSITY**

Evanston, IL

Bachelor of Science in Education and Social Policy

6/2009

Major: Social Policy Minor: Psychology

**Community Involvement and Professional Development****University of Pennsylvania Public Policy Challenge**

Philadelphia, PA

*Team Leader, Semifinalist***12 PLUS**

Philadelphia, PA

*Programming Consultant***NORTHWESTERN CLUB OF PHILADELPHIA**

Philadelphia, PA

*Young Alumni Co-Chair***PENNSYLVANIA EDUCATION POLICY FELLOWSHIP PROGRAM**

Harrisburg, PA

*Fellow*