

While interning at I'RAISE Girls & Boys International, I served as the Program Manager for the See Her Be Her Mentoring Program. This program worked to provide young girls from ages 8 - 21 a mentor to guide and serve a role model for them.

As the Program Manager, I worked a lot behind the scenes to provide the overall management and oversight of the I'RAISE See Her Be Her program. During this time I wrote and sent out a series of 600+ emails, attended over 20+ agency debrief meetings and over 100+ department meetings. I gave a series of 10 different orientation workshops for children and parents. I was able to evaluate and assess the See Her Be Her program's strengths and weaknesses to address risks and opportunities through analysis of spreadsheets and the CRM system. Additionally, I was able to maintain effective communication within the agency including the Executive Director, Program Director, advisory committee and with the community on the progress of the program.