

Takako Shilla Kono

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EXPERIENCE

New York University, Silver School of Social Work, New York, NY (Aug. 2011-present)

Assistant Director, Master of Social Work Program Services

- Provide academic and professional advisement to 800 graduate students in 5 programs
- Oversee curriculum and evaluation for online career development program for 1,200 students
- Supervise 7-member team to execute academic operations for 150 faculty on 2 campuses
- Spearheaded training, operations, and communication strategy to migrate 500 course sites to new LMS
- Designed and implemented academic service infrastructure that transitioned 97% of students off of probation in one semester

Success Academy Charter Schools, New York, NY (Feb. 2011-Aug. 2011)

Enrollment Associate

- Advised pool of 5,000 applicants on lottery, waitlist, and eligibility policies for 9 charter schools
- Helped manage database of 10,000+ applications and analyzed enrollment data to drive waitlist changes
- Trained and supervised 1 assistant and 2 interns to track student files and help coordinate orientations

Columbia University, School of International and Public Affairs, New York, NY (Sept. 2010-May 2011)

Head Research Assistant

- 1 of 4 selected from 250 graduate students to serve on teaching team of *Economics for Public Affairs* course
- Promoted to Head Research Assistant after 4 months

Jumpstart, New York, NY (Sept. 2007-May 2010)

Volunteer Coordinator

- Met 100% of recruitment and retention goals and wrote recruitment guide in use at Columbia University site
- Surpassed goal to direct 220 hours of Head Start events for corporate and non-profit sponsors by 10%
- Screened and supervised 60 volunteers and led volunteer programs that received 95% satisfaction rating

Columbia University, Mailman School of Public Health, New York, NY (Dec. 2008-Aug. 2009)

Research Assistant

- Interviewed 100+ participants for \$670K NIMH study to develop policies to reduce mental illness stigma
- Coded data from 325 participants to produce statistical reports used in forthcoming publications

EDUCATION

Columbia University, School of International and Public Affairs, New York, NY

Master of Public Administration in Urban and Social Policy

DACOR Bacon House Foundation Fellowship

Columbia University, Barnard College, New York, NY

Bachelor of Arts in Urban Studies (Honors)

Phi Beta Kappa; Magna Cum Laude

Cheryl Glicker Milstein Scholarship, Lillian Schoedler Scholarship, Segal Education Scholarship, Jewish Foundation for Education of Women Grant

COMMUNITY INVOLVEMENT

New York Needs You, Mentor and Career Coach (2013-present); Barnard College Mentoring Program, Mentor (2012-2013)