

# Takako Shilla Kono

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## EXPERIENCE

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**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

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**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

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