

Jovi Nazareno

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EDUCATION

Master of Liberal Arts (ALM), Psychology

Harvard University Extension School, Cambridge, MA

Expected graduation: 2021

B.A., Psychology and English

Hawaii Pacific University, Honolulu, HI

Graduated: May 2009

PROFESSIONAL EXPERIENCE

TRAINING, TEACHING, & TUTORING

- Tutored math and English for K-12 in a laboratory setting, learning center setting, and via private one-on-one sessions (met with 6+ students per day in 30- or 60-minute sessions).
- Taught MS Office skills to adults in a classroom setting, using real-life activities, responding to questions, and monitoring student progress.
- Trained employees to meet high standards by preparing training plans, creating practice materials, providing consistent and constructive feedback, and conducting progress meetings.
- Facilitated multiple training and tips/tricks sessions for employees (including topics on writing and editing tips, editorial processes, and how-to sessions).
- Identified key goals of team members by reaching out every few months to talk about progress, questions, roadblocks, and areas to develop.

COMMUNICATIONS & STRATEGIC PLANNING

- Organized quality review processes from beginning to end with consistent follow-through by scheduling resources, managing workloads, and providing/gathering feedback for improvements.
- Coordinated with 20+ project managers (as well as with lead experts, contributors, and other editors) to submit deliverables 95% on-time and 99% error-free with high volume of work (409 deliverables in FY19).
- Supervised team in absence of manager by assigning and prioritizing 50+ projects, coordinating review timelines, and motivating staff with enthusiasm and gratitude.
- Coordinated with writers, designers, contractors, and editors to prepare manuscripts for publication for a data book entitled *Ka Huaka'i: Native Hawaiian Educational Assessment*.
- Established strong working relationships with 3 lead experts, 10+ lead contributors, and editors within the firm and from a partner firm for a \$10M contract/program.
- Made open communication a requirement for myself and others to help cultivate trust and understanding, allowing teams to address challenging situations in a constructive way.

TECHNICAL DOCUMENTATION

- Learned about complex regulatory processes (e.g., Comprehensive Environmental Response, Compensation, and Liability Act) despite no background in engineering, which enabled a quick and smooth transition into the work department.
- Conducted literature reviews to develop templates, writing toolkits, and checklists, which increased the technical quality of reports and the consistency of reports across the program, while also reducing preparation time and common errors.
- Examined and then mastered the advanced technical features of MS Word needed to perform document formatting and editing consistently across hundreds of projects, while adhering meticulously to style manuals and procedures.

PUBLICATIONS & RESEARCH

Borja, C., Tokuhama-Espinosa, T., and Nazareno, J. "Barriers to Translating Research Evidence into Teaching Practice". Forthcoming.
Kamehameha Schools. 2014. "Ka Huaka'i: 2014 Native Hawaiian Educational Assessment." Honolulu: Kamehameha Publishing.
Ige, J. 2009. "Magic Words." Wanderlust: The Student Literary Magazine of Hawaii Pacific University.

PROFESSIONAL ORGANIZATIONS

American Educational Research Association (AERA)

HONORS & AWARDS

Deliver to Win, May 2017

AECOM, Honolulu, HI

Making a Difference Awards, 2009–2013; 2015–2019

AECOM, Honolulu, HI

Excellence in Undergraduate Writing Award, May 2009

Hawaii Pacific University, Honolulu, HI

Presidential Scholar, September 2005–May 2009

Hawaii Pacific University, Honolulu, HI

COMMUNITY

Monthly Shout Outs, Coordinator, 2016–2020

AECOM, Honolulu, HI

Annual Awards, Coordinator, 2016–2017

AECOM, Honolulu, HI

Onboarding Committee, Co-Chair, 2016–2018

AECOM, Honolulu, HI

Colorguard/Winterguard, Advisor, 2007–2008

Leilehua High School, Wahiawa, HI

EMPLOYMENT HISTORY

Lead Editor / Supervising Editor, *AECOM*

08/2015 - Present

Editor, *AECOM*

12/2011 - 12/2013

Assistant Editor, *AECOM*

09/2009 - 12/2011

Academic Tutor, *TLC for Kids*

09/2014 - 12/2016

Microsoft Applications Instructor, *Applied Computer Training & Technology*

10/2014 - 08/2015

Academic Tutor, *Dr. Takahashi Juku, Ltd.*

08/2014 - 08/2015

Editor, *Kamehameha Schools*

01/2014 - 06/2014

Master English Tutor, *Hawaii Pacific University*

01/2008 - 05/2009