

# Taylor Alexander Perkins, Ed.M.

Somerville, MA

## Education

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### Harvard University, Graduate School of Education, Cambridge MA

*Master of Education* in Higher Education

May 2016

### Amherst College, Amherst, MA

*Bachelor of Arts* in Black Studies and Political Science

May 2011

## Experience

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### Associate Director (Assistant Director Oct 2016 - Jan 2021)

Jan 2021 – Present

*Boston College Carroll School of Management, Corcoran Center for Real Estate and Urban Action*

- Program Director, Corcoran Summer Internship, a 30-student paid summer internship program
- Program Director, Corcoran Case Competition, a national affordable housing case competition
- Design and execute co-curricular events including lectures, workshops, and symposia in partnership with faculty
- Advise students using best practices in student development theory, including serving as faculty advisor to Undergraduate Real Estate Club
- Supervise 2 FTE

### Adjunct Professor

Fall 2019 – Present

*Boston College Carroll School of Management, Corcoran Center for Real Estate and Urban Action*

- Course: Urban Action Lab (Cross Listed – Business Law and Economics Departments)

### Appointed Task Force Member

April 2023 – Present

*City of Somerville MA, Mayor's Public Safety for All Task Force*

- *Appointed* local government official responsible for reviewing and making public policy recommendations around public safety, equity, and economic vitality.
- *Selected as Co-Chair of the Drafting Subcommittee*

### Assistant Director

October 2016 – Jan 2021

*Boston College Carroll School of Management, Corcoran Center for Real Estate and Urban Action*

### Graduate Assistant

*Bunker Hill Community College, Boston MA*

August 2015 – December 2015

- Advised and mentored students through the internship application process
- Leveraged data to plan and execute targeted student recruitment plans for a competitive internship program

### Operations Associate - Information Technology

June 2014 – July 2015

*Daintree Advisors, Boston MA*

- Collaborate closely with financial advisors to define business requirements and to design and implement projects to increase efficiency through data integration and automation of financial information
- Analyze data to create actionable reporting and analytics
- Establish and maintain clear and concise lines of communication and responsibility for projects
- Manage projects and lead project teams across functional groups

### Planning, Assessment, and Special Projects

July 2013 – June 2014

*Amherst College, Amherst MA*

- Reported directly to Chief Information Officer (CIO); advised CIO on campus issues based on research, reporting, and data analysis
- Managed high-impact projects leveraging agile principles that measurably improved student life and campus business processes, including Web Laundry, allowing students to check laundry machine status and time remaining, Mobile Printing, allowing students to print documents from anywhere on campus, and a technological overhaul of the campus post office that improved workflow efficiency and student satisfaction

- Collaborated closely with administrative departments to ensure project goals were met
- Served as liaison to Student Government Computing Committee; incubated student-funded initiatives such as loaner laptops and tablets, integrated student voices into governance and budgeting processes
- Prepared budget and staffing analyses, reports, and presentations; leveraged Google Analytics for website reporting
- Drafted and coordinated IT newsletter distributed regularly to all faculty staff and students
- Served on college-wide strategic planning committee; appointed committee rapporteur

### **IT Planning and Assessment Specialist**

July 2012 – July 2013

*Amherst College, Amherst MA*

- Reported directly to the Chief Information Officer
- Prepared research and participated in governance discussions around MOOCs (Massive Open Online Courses); created an educational website on MOOCs for interested students and faculty
- Successfully implemented open-source Alcohol Education Software, saving college \$12,000 per year
- Designed and implemented Amherst Social, a social media hub linking to Amherst social media accounts
- Attended numerous continuing education conferences, including NERCOMP and multiple NERCOMP SIGS

### **Peer Career Advisor**

August 2010 – May 2011

*Amherst College Career Center, Amherst MA*

- Worked closely with over 100 students on résumés and cover letters, focused on building strong relationships and trust
- Helped students navigate databases to perform job and internship searches
- Planned and executed focused presentations to large groups; leveraged social media to promote events
- Interviewed more than 20 students for admission to a competitive summer internship program

### **Regulatory Administration Associate**

November 2011 – July 2012

*The Bank of New York Mellon, Boston MA*

- Managed and implemented compliance cycle for large institutional investment clients; ensured accurate and timely publishing of regulatory materials and investment information publications
- Conducted research and drafted articles for BNY Mellon Regulatory Newsletter; drafted board meeting minutes for several large registered investment companies
- Served as primary client contact and liaison between senior staff and several internal departments; ultimately responsible for client satisfaction with deliverables and regulatory services

### **Summer Intern**

Summer 2010

*Unified Field Inc, New York NY*

- Assisted on projects consulting educational institutions and museums on the electronic delivery of interactive educational information and exhibits

## **Leadership Experience**

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### **Management Development Perspectives**

2019-2020

Boston College

- Completed a year-long university-wide leadership development program based on Dean's nomination.

### **University Affiliates**

2017-2018

Boston College

- Completed a year-long university-wide leadership development program for Boston College faculty and staff of color based on Dean's nomination.

### **Staff Writer**

2010 – 2011

*Amherst College Center for Community Engagement*

- Independently wrote stories and profiles for publication in the center's newsletter and website
- Collaborated with Director, Assistant Director and other professional staff to develop reporting and multimedia projects that raised awareness of the center on campus

### **Editor - Photography**

2009 – 2011

*Amherst College Yearbook*

- Managed a staff of seven paid student photographers and editors
- Worked with the Dean of Student Activities on budgeting, capital purchasing, and policies for the club

## **Men's Varsity Track & Field**

2007 – 2011

*Amherst College*

- NESCAC All-Academic Team - *Spring 2010, Winter 2011, Spring 2011*

### **Skills & Activities**

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- Subject Matter Expertise in Housing, Urban Policy, Real Estate, and Urban Development
- Advanced User of Windows, Mac OS X, iOS
- Google Analytics Reporting & Analysis
- Social Media Platforms
- WordPress & Drupal
- CRM Systems
- Google Workspace
- Adobe Creative Suite