



Kay Mammo

Highly adaptable team leader and member with a diverse personal and professional background. Track record of effective performance. Organized and dependable candidate successful at managing multiple projects looking for further experience in housing, education, and development.

Contact



Education

2018-2023

BA, Comparative Studies

The Ohio State University

Awards

Morrill Distinction Full-Ride Scholarship

Marilyn Waldman Award for Best Undergraduate Paper

Leadership Initiatives for Women of Color Cohort Member

National Security Language Initiative for Youth Award

Language

English

Amharic

Afaan Oromo

Tigrinya

Moroccan Arabic

Experience

○ *August 2023 - Present*

Leadership for Educational Equity | Somerville, MA

Learning, Development, & Inclusion Assistant

- Manage logistics for a portfolio of LEE's national workshops. Support the Coordinator with program and participant management as needed including communications with participants pre-, during, and post-program
- Identify and propose solutions for improving efficiency and standardized processes in member programming and logistics. Engage in team-level, org-wide, or cross-team special projects,

○ *May 2022 - August 2022 & May 2023 - July 2023*

Lavinia Group | New York City, NY

Instructional Operations Intern

- Work with LMS systems, Edulastic and EdCite, to push out and manage K-9 curriculum for over 400 school district and over 15 professional development sessions for teachers and administrators.
- Support professional development sessions as an operations team member. Ensure that sessions run smoothly and that all attendees have access to our materials.
- Serve as customer and administrative support for Lavinia Group's school district network and work directly with administrators as they navigate Brightspace and Canvas, a curriculum platform.
- Edit and track problems found in our curriculum and company materials to ensure quality of product.

○ *September 2021 - May 2022*

Words, Beats, and Life | Washington, D.C.

Development Intern

- Event & Marketing experience: planning and execution of end of session showcase.
- Management experience: created and developed student artistic portfolios, as well as overseeing administrative processes.
- Turned students work into visual graphics to be utilized in their day-to-day lives.
- Teaching Assistant experience: managed three virtual classes with students ranging in ages.
- Supported teachers needs and ensured class flowed smoothly.

○ *May 2018 - April 2019*

Advocates for Women of the World | Columbus, OH

Equitable Education Committee Director

- Acted as point of conduct for all education related issues within the organization.
- Ran community events such as Gigs for Guatemala and supply drives to support girls and women's education around the world.
- Spearheaded the organization's commitment to including diverse topics in our bimonthly education talks.