

# Nikita Singhal

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## EDUCATION

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### The Heller School of Social Policy at Brandeis University

Master of Business Administration, concentration in impact management & social entrepreneurship

*Relevant Courses:* Assets & Social Policy; Evaluation for Managers; Statistics & Team Consulting Project

Waltham, MA

2018-2020

### Trinity College

Bachelor of Arts degree, cum laude, in Child Development with a minor in Biology

Hartford, CT

2010-2014

## PROFESSIONAL EXPERIENCE

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### Philanthropy Massachusetts

Data & Research Specialist

Boston, MA

2019-Present

Spearheading a report that features giving trends of Massachusetts foundations alongside state and county-level data.

- Developed outreach protocols to encourage members to self-report grantmaking data and managed ongoing communications with funder network; led to three-fold increase of data submission across members.
- Identified outliers in datasets; determined options to address anomalies and vetted recommendations with leadership.
- Analyzed community assessments and public data to understand how giving priorities align with local needs.
- Composing report's narrative and data visualizations to disseminate findings succinctly to external stakeholders.

### City Year, Inc

Special Projects Manager; Strategy, Growth & External Affairs (SGEA)

Special Projects Assistant; SGEA

Boston, MA

2017-2018

2016-2017

Maintained team's priority activity list and developed project plans and timelines to measure progress against predetermined goals.

Actively contributed to projects requiring additional capacity.

- Prepared presentations and reports for a range of audiences (e.g. board members, leadership team).
- Analyzed enrollment rates across City Year and non-City Year schools in locations with school choice.
- Conducted focus groups with experienced City Year staff to gather best practices on developing partnerships with peer organizations; identified data patterns and created a toolkit for the organization to access on a national level.
- Designed interview, hiring and onboarding protocols for SGEA staff.
- Responded to requests from City Year sites around AmeriCorps policy, summarizing guidance in written memos.

### Community Teamwork, Inc (CTI)

Early Head Start/ Head Start Home Visitor

Supported caseload of twelve families with children (<5) to set and obtain school readiness and self-sufficiency goals.

- Leveraged research-based curricula to address children's developmental needs; modified intervention weekly based on observations and screenings.
- Designed goal-mapping plans with adults and connected them to appropriate vocational training, education and/or employment opportunities to drive economic stability.

Lowell, MA

2014-2016

### Trinity College Community Child Center

Teaching Assistant

Hartford, CT

2011-2014

## INTERNSHIPS & VOLUNTEER

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Big Sister Association of Boston (*Big Sister*)

Boston, MA (2017-2018)

Mass Association for the Blind & Visually Impaired (*Communications Intern*)

Brookline, MA (2013)

New England Center for Children (*Teacher*)

Southborough, MA (2013)

CREDO House for Street Children (*Private Tutor*)

Port of Spain, Trinidad (2013)

Pratham Education Foundation (*English Instructor*)

Delhi, India (2011)

## SKILLS

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*Computer:* Adobe InDesign, Atlas.ti, MS Office, Qualtrics, SPSS, STATA, SurveyMonkey, Wordpress & Zotero