

Maxwell brings **cross-sector experience** across **nonprofit, local government**, and **startup** environments, having contributed to grants and partnerships, public policy and city operations, and early-stage company building. A natural problem solver who uses **data to inform decisions**, **centers people** in every solution, and **optimizes technology** when appropriate to reach operational goals. Proven ability to **anticipate needs**, **communicate effectively** across stakeholders at every level, and keep programs running smoothly in **fast-paced environments**.

UC Berkeley

B.A. Political Science

Courses in Public Policy, AI Ethics, Data Analysis, Sustainability, and Economics

2022 – 2026

Selected Work

Diversity, Equity, and Inclusion (DEI) Assistant

CuriOdyssey Science Museum & Zoo

SUMMER 2023

NONPROFIT

- Served as the primary inclusion specialist for students with needs and accommodations, acting as second-in-command on student safety and behavior across six concurrent 10-week programs serving 700+ youth
- Authored an inclusive care guide adopted organization-wide, standardizing staff interventions, caregiver communication protocols, and documentation practices across 25+ staff members
- Functioned as the operational bridge between staff, students, and caregivers, proactively identifying and resolving behavioral and safety issues before they escalated, reporting directly to organization leadership

Grants & Partnership Data Intern

Community Overcoming Relationship Abuse (CORA)

FEB 2025 – JUL 2025

NONPROFIT

- Brought in to manage grant data, independently identified systemic workflow gaps across three teams, proposed a full CRM redesign, and built the system from scratch, automating compliance tracking and eliminating missed deadlines
- Audited lapsed records, surfaced roughly a dozen dormant relationships, some inactive for over five years, and coordinated across teams to successfully renew them, recovering funding and partner relationships for domestic violence resources
- Researched 50+ new funding opportunities, cultivating connections with funders and intermediaries to build a pipeline that expanded CORA's financial sustainability, specifically for youth education programming

Sustainability Advisory Member

City of Foster City · Citizens Sustainability Advisory Committee

SEP 2022 – AUG 2024

GOVERNMENT

- Appointed by City Council to advise on sustainability policy; co-developed a state-approved Climate Action Plan targeting 49% GHG reduction by 2030, with focused strategies around home electrification, transportation emissions, and community-level implementation
- Engaged directly with residents, business owners, and community members to ground policy recommendations in lived experience and build durable public support
- Translated complex tradeoffs into clear, actionable guidance presented directly to City Council

Growth & Strategy Intern

Converge Labs

OCT 2022 – MAY 2023

STARTUP

- Worked directly with executive leadership across three concurrent initiatives, adapting quickly in a fast-moving environment to deliver research, strategy, and results simultaneously
- Conducted structured discovery across 500+ user conversations, translating community insight into program priorities and driving platform adoption to a 75% active user conversion rate through relationship-driven outreach
- Applied firsthand knowledge of Gen Z needs and campus ecosystems to shape product and outreach decisions, centering the target community throughout program development

POLICY RESEARCH & ANALYSIS

PARTNERSHIP DEVELOPMENT

AI & TECHNOLOGY IMPLEMENTATION

STRATEGIC COMMUNICATION

PROGRAM OPERATIONS