

NIKHILA PAI

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SUMMARY OF SKILLS

- Extraordinarily detail oriented and execution focused
- Highly creative and intuitive problem solver; proven analytical, and quantitative abilities to lead programs
- Strong planning and organizational skills, as well as flexibility to deal with shifting priorities
- Equally effective working collaboratively on teams with immediate follow-up on tasks
- Excellent negotiation and interpersonal oral, and written communication skills

PROFESSIONAL EXPERIENCE

DEPARTMENT/PROGRAM ADMINISTRATOR

3/05—present

Linguistics Department and Symbolic Systems Program, Stanford University, Stanford, CA

- Prepare and administer \$3.5M budget comprised of general funds, designated gifts, and federal grants/contracts. Increased funding from grant/contract sources fivefold by upgrading financial processes.
- Develop department and program's mission-driven fiscal policy which complies with government and university rules.
- Negotiate with faculty/students to align spending with university policy. Create accountability to coalesce spending decisions with the mission and visions of the department. Optimized use of department funds and increased Symbolic Systems program budget by 25% in FY 2007.
- Plan and execute major department events. Ran the *LSA's 2007 Summer Institute* attended by 700 linguists from around the world. Developed and managed \$1M budget comprised of funds from the President, Provost, Vice Provost and Dean's offices, corporate donors and attendees.
- Negotiate with Dean's office successfully for special project funds—in FY07 \$125K to refurbish department and lab.
- Facilitated turn-around of administrative department to create a service provider model. Elevated level of service to faculty and students; regularly recognized for quality and responsiveness of staff.
- Recruit, train, and supervise/coach administrative staff as well as delegate area specific tasks as needed.

PROGRAM ADMINISTRATOR

12/02—3/05

Feminist Studies Program, Stanford University, Stanford, CA

- Effectively utilized \$200,000 budget resulting in the expansion of course offerings by the program through the hiring of graduate student teaching fellows for instruction, increasing program courses by 50%.
- Conceived and implemented outreach efforts to encourage faculty to teach feminist-content courses. Increased offerings across the School of Humanities and Sciences by 50%, included less traditional courses in LGBT studies.
- Expanded and maintained cooperative relationships with academic departments and senior administration to increase visibility and support for the program.
- Planned and developed course offerings and negotiated cross-listing of courses with other departments.
- Advised and encouraged students within the program to explore all aspects of the degree program.

SCHEDULER/ADMINISTRATIVE ASSISTANT TO CONGRESSWOMAN

10/01—10/02

Office of Congresswoman Zoe Lofgren, San Jose, CA

- Acted as first point of contact for a diverse constituency on behalf of the member and Chief of Staff. Assessed constituents' needs and directed them to the proper agencies to resolve their issues.
- Coordinated invitations and schedules of the member and Chief of Staff during their in-district time.
- Corresponded with federal agencies on behalf of constituents, i.e. the Immigration and Naturalization Service (INS).

RECRUITER/PROJECT MANAGER

4/00—9/01

Human Resources and Recruiting Division, ZweigWhite, Inc., Oakland, CA

- Managed over \$200,000 in staffing contracts for several Civil Engineering Firms generating highly skilled potential candidates for interviews and eventual placements.
- Strategized recruitment opportunities for top engineering candidates resulting in 3 division level placements over a six month period. Persuaded senior-level engineers to make job changes, career shifts, and relocations.
- Advised clients throughout hiring process and made recommendations for best fit and department structures.

DOCTORAL STUDENT (ABD)

9/96—4/00

English Department Stanford University, Stanford, CA

- **Student Research Librarian, Information Center Help Desk/Media and Microtext Division, Green Library**
Guided patrons in use of computerized databases for library holdings
Adapted appropriate research tools for varying patron needs
- **Events Coordinator, English Department**
Initiated contact with campus student interest groups and created an e-mail network
Compiled weekly e-mail listing of campus events
- **Instructor, Academic Study Associates and Writing and Critical Thinking Program**
Designed syllabi and implemented teaching strategies for college-level courses
Generated new perspectives and approaches to difficult material
Counseled students on their academic performance
- **Teaching Assistant, English Department**

COMMUNITY SERVICE

- **Policy Analyst**, Community Leadership Academy Emergency Response (CLARE), San Francisco, CA 9/07—present
Conducted electoral analysis of the Visitacion Valley area and case memos.
- **Assessor**, University Building Assessment Team, Stanford University, Stanford, CA 3/07—present
Collect information on condition of University buildings post-earthquake or physical disaster.
- **Mentor**, Asian American Interactive Mentoring Program, AC3, Stanford, CA 9/04—8/06
Guided students as they navigate their college experience as well as familiar pressures and expectations
- **Volunteer**, California Community Partners for Youth, San Jose, CA 6/02—6/03
Assisted with mentor/at-risk youth monthly meetings
Edited documents, such as invitations, press releases, and RFPs
- **Reading and Writing Tutor**, Elementary to College Level Students, Redwood City, CA 9/99—6/00
Conceived teaching strategies to suit individual student needs
Expanded client base through student referrals

EDUCATION

MASTERS IN PUBLIC ADMINISTRATION, San Francisco State University, Anticipated May 2008

DOCTORAL STUDIES (ABD—all but dissertation), English, Stanford University, 1996—2000

BACHELORS IN ENGLISH, with Honors, Brooklyn College, CUNY, 1995

OTHER EDUCATION

Business Management Institute, Western Association of College and University Business Officers, UCSB, 2004-08

Supervisory Essentials Certificate Courses, Stanford University, 2002—2007

COMPUTER SKILLS

Proficient in Microsoft Office including Word, Outlook, Excel, and Powerpoint; Oracle Financials; Peoplesoft Student and Human Recourse Administration; Reportmart1 and 3; and use of web resources.