

NIKHILA PAI

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SUMMARY OF SKILLS

- 6 years of specialized work in public/non-profit administration
- 7 years of management and leadership experience
- 11 years of research, analytical, and quantitative analysis work

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.
- Plan and execute major department events, including a recent summer event with a \$1M budget and 700 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.
- Conceived and implemented outreach efforts to encourage faculty to teach feminist-content courses. Increased offerings across the School of Humanities and Sciences by 50%.
- Expanded and maintained cooperative relationships with academic departments and senior administration.
- Planned and developed course offerings and negotiated cross-listing of courses with other departments.

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.

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.
- Strategized recruitment opportunities for top engineering candidates, resulting in 3 division level placements over a 6 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.

COMMUNITY SERVICE

- **Assessor**, University Building Assessment Team, Stanford University, Stanford, CA 3/07—present
Collect information on condition of University buildings post-earthquake or physical disaster.
- **Policy Analyst**, Community Leadership Academy Emergency Response (CLARE), San Francisco, CA 9/07—12/07
Conducted electoral analysis of the Visitacion Valley area.

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 Resource Administration; Reportmart; Filemaker Pro; and use of web resources.