

(646) 626-3556

Tamaracfoye@gmail.com

Linkedin.com/in/tamaracfoye



# Tamara Foye

## PROFILE

An experienced, creative, energetic, and resourceful professional with a love for people, community, and providing an excellent experience for clients and participants.

## EXPERIENCE

### Program Manager, Tech Training | New York, NY

*NYC Department of Small Business Services | 2020 – Present*

- ▶ Manage multiple partnerships, participant events, vendors, contracts, and budgets totaling over \$3 million for tech training programs geared to connect New York City residents and City University Students with little to no previous tech experience to no-cost software engineering training.
- ▶ Successfully launched and manage Future Code, the first Tech Talent Pipeline pilot program geared towards underrepresented New Yorkers in the tech field with little to no previous web development experience and connected participants to jobs within the first month of graduation.
- ▶ Created the blueprint for Career Discovery NYC, a Small Business Services website that helps over 4,000 New Yorkers explore new career opportunities and training in multiple employment sectors, and managed the website's quarterly newsletter from 2020-2021. Implemented process improvement strategies to increase the number of site visits and customers registering for programs.
- ▶ Manage, strategize, audit, and improve processes for occupational and CUNY-based training programs for better outcomes.
- ▶ Partnered with Coursera to curate online learner-centric courses and modules for New Yorkers interested in web development, data analytics, and basic computer skills.
- ▶ Design and enhance training programs for absolute beginners that help participants build web development skills and prepare them to pursue competitive employment opportunities as software engineers.
- ▶ Research and analyze data to make informed programmatic decisions and updates to program curriculum, timeline, and resources.
- ▶ Manage CUNY & Future Code Project Teams, Mentor and supervise interns.
- ▶ Utilize Asana, Microsoft Teams, Outlook, Zoom, and Google Sheets to manage program communications, scheduling, and outcomes tracking.

### Director | Queens, NY

*Moms L.O.V.E., Inc. | 2016 – 2021*

- ▶ Delivered exceptional programming for NYC mothers and their children through educational workshops, networking opportunities, and special events.
- ▶ Managed program budget, processes, projects, events, workshops, developed outreach strategies, and services that educate and inspire women with a focus on supporting mothers in need.
- ▶ Harnessed & cultivated supportive relationships and collaborated with local organizations and networks to provide innovative programming and further promote the organization's mission.

### Girl Scout Troop 6000 Program Coordinator | New York, NY

*Girl Scout Council of Greater New York | 2019*

- ▶ Organized and hosted events for NYC Girl Scouts throughout the five boroughs.
- ▶ Partnered with New York City Homeless Shelters to help, serve and support girls currently experiencing homelessness through supportive and innovative programming.
- ▶ Managed budgets, processes, volunteer data, program registrations, invoices, Troop Leader Stipends, credit card distribution, and attendance records, and created and designed the Troop 6000 Girls Scout Council of Greater New York quarterly newsletter.

### Office & Recruitment Manager | New York, NY

*Lambent Services | 2016-2017*

- ▶ Recruit and interviewed talent to work for high-profile clientele as Executive & Personal Assistants. Directed all employee onboarding activities, training, and scheduling.
- ▶ Oversaw the daily operations of the Lambent Services office, which included payroll, scheduling, expense reports, social media strategies, established business relationships with vendors, insurance claims and renewal.

## Events & Staffing Manager | New York, NY

Canard Inc. | 2014 – 2015

- ▶ Managed a team of over 200 employees across the tristate area and a schedule of 5-10 events per day. Clearly communicated problems and improvements to chief executives, created solutions to improve processes, worked with partner companies to provide the most memorable experience for clients, and provided a better working environment for all.
- ▶ Responsible for writing and delivering company communications, onboarding new employees, creating new strategies for recruitment and growth, and management of all special events for staff.

## Senior Analyst Corporate Communications | Queens, NY

JetBlue Airways | 2008 - 2014

- ▶ Seamlessly collaborated with JetBlue's CEO, COO, President, Executive Vice Presidents, Senior Vice Presidents, Directors, and department innovators to develop strategies, promotions, and advertisements to attract customers and help build and maintain the JetBlue brand.
- ▶ Managed, planned, improved processes, and produced JetBlue events throughout the USA and internationally.
- ▶ Developed & produced sponsorship videos for the Boston Red Sox, Los Angeles Dodgers, New York Jets, Real Salt Lake, Florida Panthers, Los Angeles Angels, University of Texas Longhorns, and all of JetBlue's internal and community outreach videos.
- ▶ Responded to media inquiries, created press statements, controlled confidential information, and spoke to media on behalf of JetBlue.

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## EDUCATION

### Rider University

B.A. | Communications  
Minor | Spanish Language

### Granite State College

Project Management Graduate Certificate  
December 2022

### Granite State College

M.S. | Project Management  
Anticipated Graduation Spring 2023

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## TECHNICAL SKILLS

- ▶ MS Office Suite
- ▶ Google Workspace
- ▶ Website Design
- ▶ Graphic Design
- ▶ Slack
- ▶ Monday.com
- ▶ Workvivo
- ▶ Trello
- ▶ Asana
- ▶ Zoom
- ▶ Facebook
- ▶ Twitter
- ▶ Instagram
- ▶ Canva
- ▶ Youtube
- ▶ Vimeo
- ▶ TikTok
- ▶ Adobe Photoshop
- ▶ Adobe Premiere
- ▶ Final Cut Pro
- ▶ Video Production
- ▶ iMovie
- ▶ Pages
- ▶ Keynote
- ▶ Salesforce
- ▶ Quickbooks

## AREAS OF EXPERTISE

- ▶ Effective Communication Strategies
- ▶ Strategic Planning & Execution
- ▶ Calendar Management & Scheduling
- ▶ Research, Data Analysis and Reporting
- ▶ Program Management
- ▶ Project Management
- ▶ Process Improvement
- ▶ Process Management
- ▶ Program Development
- ▶ Change Management
- ▶ Partner Management
- ▶ Operations Management
- ▶ Relationship Building
- ▶ Team Building & Management
- ▶ Data Analysis
- ▶ Public Speaking
- ▶ Conflict Resolution
- ▶ Time Management
- ▶ Innovation
- ▶ Creativity
- ▶ Team Building
- ▶ Leadership
- ▶ Reliability

## LANGUAGE SKILLS

- ▶ English (Native Speaker)
- ▶ Spanish (Proficient)

## VOLUNTEER EXPERIENCE

- ▶ Girl Scouts of Greater New York  
Presenter & Recruiter
- ▶ Former member of the New York  
Citywide Council on Special  
Education
- ▶ Midnight Run Volunteer  
distributing food to the homeless
- ▶ Assemblyman Bill Scarborough  
staff assistant