
Travon Anderson, Certified Scrum Master

(313) 585-5024 | [linkedin.com/in/travon-anderson](https://www.linkedin.com/in/travon-anderson) | travon.d.anderson@gmail.com



Elevating Performance of Leading Organizations & Diverse Talent

Dynamic diversity, equity, and inclusion leader bringing a breadth of project management experience with extensive organizational development, customer service, public relations, and philanthropic background. Astute and proactive problem-solver possessing elevated business and operations acumen honed through progressive career history, diverse industries knowledge, and accomplished education.

- ◆ **Generated improvements in bottom-line results** by leveraging expertise honed as a program management expert and astute operations guru with a collective leadership mindset.
- ◆ **Negotiated and delivered creative “win-win” solutions** by developing genuine, long-term relationships across companies, earning the trust and engagement of stakeholders who power the business and execute initiatives.
- ◆ **Recognized by executive leadership at each company** for flawless strategy, configuration, program implementation, and integration of global technology systems and policies benefiting the entire workforce.

Strategic Planning | Organizational Design & Development | Change Management | Operations Management | Team Leadership | Partnerships and Relationships | Program Management | Internal / External Communications | Board Development and Engagement | Community Outreach | Prospect Research | Racial Equity | Diversity and Inclusion | Training Talent Development & Performance Management

Professional Experience

Social Economic Justice Leaders Project, Washington, DC. March 2023- Present

Project Manager

In partnership with the Operations Director and the coordinating project consultants, this role provides vital support overseeing the project flow, logistics, deliverable tracking, system implementation, event planning for two crucial SEJ projects. In addition to support of two major projects, this role serves as a thought partner for organizational strategy and effectiveness.

Project Management

- ◆ Advise on and oversee the set up and maintenance of systems to capture interview notes, **analyze data** and content resulting from those interviews.
- ◆ **Identify milestones** to keep the team on track towards deliverables, and track progress, following up with consulting team members to support their completion of work.
- ◆ Develop and maintain record-keeping and data management systems for the project; ensuring the schedule and tasks for the project are well organized and in line with SEJ’s project systems.
- ◆ Handle logistics for key strategy meetings, several webinars, (4) restorative strategy retreats of organizers and practitioners from around the country, and one larger final convening of 100-200 participants (these events to be distributed across the two year project, beginning in late spring 2023) both in person and via zoom. Event support is possible for the larger event and the project manager should identify these needs in advance based on the schedule of events.
- ◆ Oversee coordination of logistics for in-person events, including retreats, including but limited to managing venue logistics, **tracking budget**.

Travon Anderson, Certified Scrum Master

(313) 585-5024 | [linkedin.com/in/travon-anderson](https://www.linkedin.com/in/travon-anderson) | travon.d.anderson@gmail.com

Operational & Organizational Effectiveness

- ◆ Serves as thought leader and direct cross-functional teams to ensure cohesion
- ◆ Serves as thought leader related to **workflow management**, operations planning, and **milestone tracking for strategic initiatives implementation**.
- ◆ Research, test, and elevate technology systems for enhancing and streamlining workflow productivity
- ◆ **Optimize** core business processes, introduces innovative ideas and fosters **operational excellence** across the organization.

Race Forward, New York, NY, Feb. 2019- March 2023

Director, Office of the President and Special Initiatives

Drove project management and implementation of organizational procedures, policies, systems and infrastructure, and strategic analysis. Impact bottom-line objectives and head meetings with senior staff and executive leadership (*national staff, senior vice president, senior leadership teams*). Assert subject matter expertise to serve as a primary liaison for the organization's Board of Directors, supporting annual work plan strategies, thought partnership, and execution.

Strategic Operations

- ◆ Served as Lead, in collaboration with Chief of staff & Human Resources Department, in the creation and development of Political Education, All Staff, and Senior Leadership, & Senior Vice President agendas.
- ◆ Collaborate with senior leadership, specifically VP of HR to assess and further refine a vision for workplace culture and the organization's goals and objectives.
- ◆ Managed process enhancements and varied special projects to **execute solutions** to attain key performance improvement or **reduce risk**.
- ◆ Provide support in project & process development including budgets and project plans.
- ◆ Guided project teams, manage timelines, and work with senior leadership to implement new processes, technology, or strategy.

Organization Effectiveness

- ◆ Facilitated, managed, and organized national staff meetings, Senior Leadership Team meetings, and SVP meetings in partnership with Senior Leadership Team;
- ◆ Served as primary liaison to the Race Forward Board of Directors and support the Board in execution of their annual work plan
- ◆ Served as the liaison between the Office of President, Office of Finance and Operations, Office Programs, and Office of Development and Strategic Partnerships to **implement effective communications methods** and action steps to increase team productivity.
- ◆ Identified staffing and recruiting needs; develops and executes **best practices for systems and workflows**.

Travon Anderson, Certified Scrum Master

(313) 585-5024 | [linkedin.com/in/travon-anderson](https://www.linkedin.com/in/travon-anderson) | travon.d.anderson@gmail.com

Workplace Productivity & Employee Development

- ◆ Facilitation of Senior Management to support project / program initiatives.
- ◆ Managed office operations for the Office of the President, coordination with multiple departments simultaneously while crafting new systems and strategies for effective implementation.
- ◆ Partnered with the Training Strategies Director to support training initiatives that maximize workflow efficiency and employee development.
- ◆ Partnered with the Director of People & Culture to develop effective professional development and learning opportunities, which should leverage staff's diverse knowledge and experience.
- ◆ Cultivated a positive work environment that fosters employee engagement, continuous professional development, recognition, technological resource alignment.

Project Management

- ◆ Audited system workflow effectiveness, helped to identify any gaps and worked with senior leadership to alter current processes or team goals.
- ◆ Identified all necessary resources of special projects and established / aligned bottom-line objectives.
- ◆ Interfaced with executives to define project priorities, implementation opportunities, challenges and communicate project risks and opportunities.
- ◆ **Partnered with senior vice president of finance and operations** to develop a sustainable workplace environment in response to **COVID-19 pandemic** by centralizing organizational information on internal intranet, keeping **75 employees** abreast of company updates.

Black Girls CODE, New York, NY Jun. 2018 to Feb. 2019

Operations Manager

Fully functioned as 1st ever operations manager within the company. Managed **multi-million-dollar renovation project** in collaboration with **Google Headquarters**. Streamlined workflows and established adequate policies and procedures that amplified organizational structure. Collaborated with CEO, contractors, designers, and building management teams to devise strategies and remove communication barriers. Influenced cross-functional collaboration with teams and stakeholders to manage overall project operations and logistics for east and west coast offices.

- ◆ **Managed significant \$13M office renovation budget**, which furthered company's mission of bringing STEM opportunities to underserved communities and empowering students of color to explore career paths in technology.
- ◆ **Designed and implemented training for 60+ employees and 250+ volunteers**, thus driving collaboration and organizational efficiency.
- ◆ **Amplified logistic operations** by optimizing shipping and supply processes, tracking purchase orders, generating reports, and managing international / domestic deliveries with Google security.
- ◆ Oversaw human resource administration by establishing program budgets, onboarding new hires, identifying professional development resources, and administering continuous need analysis and assessments.

Travon Anderson, Certified Scrum Master

(313) 585-5024 | [linkedin.com/in/travon-anderson](https://www.linkedin.com/in/travon-anderson) | travon.d.anderson@gmail.com

Young Audiences, New York, NY Sept. 2017 to Jun. 2018

Program Administrator

Aligned company's mission to advance equity amongst youth, families, and communities in New York City through art and music with programmatic initiatives. Supported **3 departments** to propel these activities. Managed daily program operations and bolstered cultural competency efforts across the company.

- ◆ Managed human resource operations by onboarding **60+ new full-time hires and 120+ contractors, conducting payroll for 40+ teaching artists**, managing contract negotiations, and overall logistics, thus strengthening organization workforce.
- ◆ **Implemented 12 diversity, equity, and inclusion training sessions annually** for employees, resulting in elevated cultural awareness organization-wide.
- ◆ Advised executive stakeholders on policy, achievement standards, affirmative action, equal employment, and diversity initiatives, administratively supported business managers and implemented Salesforce for data management.
- ◆ Cultivated an 'acceptance environment' by acting as the Inclusion Ambassador, liaising between board members, teaching artists, and staff.

Writopia Lab New York, NY May 2016 to Sept. 2017

Office Manager

Oversaw program operations, including workshops and program logistics, asset management, and recovery. Managed youth programs and engagement initiatives.

- ◆ Supervised annual camp activities, managing **100+** children ages 9-18 for two weeks, bolstering creative writing efforts.
- ◆ Implemented and managed programmatic processes that **decreased instructors' teaching time by 10 minutes** (sanitizing, charging laptops, checking inventory).
- ◆ **Partnered with the leadership team and HR to fill 15 new positions over 4 months** to accommodate organization growth by onboarding new hires.

Scholastic, Inc. New York, NY Feb. 2015 to May 2016

Program Administrator & Manager

Supported 4 Executive Directors and staff, including travel, scheduling, production, logistics, and additional duties for the prestigious recognition program for creative teens called the '**The Scholastic Art & Writing Awards**.'

- ◆ **Managed communication process for 5K national applicants / recipients of the Scholastic Art and Writing Awards** by implementing notification and internal debriefing processes to discuss best practices which resulted in continuous improvements annually.

Education & Certifications

SCRUM ALLIANCE, **Certified Scrum Master(CSM®)** Dec. 22

CORNELL UNIVERSITY, **Project Management Certificate**, May 2020

WESTERN MICHIGAN UNIVERSITY, **Bachelor of Science (B.S), Multi / Interdisciplinary Studies**