

Adriana J. Machado

High growth ops XP w/ data & digital wellness aspirations

CONTACT

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LINKS

<https://adrianajmachado.com/>

www.linkedin.com/in/adriana-werks

Code Snippets

<https://bit.ly/3xhPF7e>

EDUCATION

Bachelor of Arts

Philosophy, Math minor
Georgia State University
2014

Micro-Credentials

<https://bit.ly/3e0cIfz>

SKILLS

- Office365
- Google Suite
- Excel
- SQL
- IBM DB2
- IBM Watson
- Python 3
- Jupyter Notebooks
- matplotlib
- pandas
- numpy
- Typeform
- Airtable

EXPERIENCE

Data Science for All Fellow | Correlation One | 03/2021-Present
RSA Encryption / Decryption Project: <https://vimeo.com/536622138>

3PL Recruiting Coordinator | 03/2021 – Present

Filigreen Distribution, Remote, San Francisco, California, USA

Licensed third-party logistics operator developing proprietary systems and distributing to the whole state of California

- Set up and managed ATS
- Coordinated 12 pipelines and 55 interviews in first 2 months
- Set up new training and policy resource platform
- Contributed to first \$2M+ month

Vol. Organizer Level Up California | 08/2020 – Present

- Planned, created, implemented, and analyzed results for end-of-year membership survey, using Typeform and Airtable
- Planned and implemented onboarding processes for new members

Crisis Counselor Crisis Text Line | 04/2020 – Present

- Level 5 volunteer counselor; 200+ crisis intervention conversations

Career Pause | 12/2019 - 03/2021

Took time off to reassess career goals, experimented in a new field, and decided to continue skill development during the 2020 COVID-19 pandemic

3PL Director of Operations | 04/2019 – 12/2019

Nabis Distribution, Oakland, California, USA

Licensed third-party logistics Y-Combinator startup distributing compliant cannabis products to the whole state of California and developing proprietary software

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- Breezy (ATS)
- Trainual
- WordPress
- Adobe Photoshop
- Adobe Lightroom

- Promoted from Manager to Director
- Scaled the Oakland team (+140%)
- Brand primary contact (+76.92%)
- Created SOPs; regulatory contact
- Collaborated w/ software on new features and bugs
- +213.40% GMV
- < \$4M / month

INTERESTS

- Wellness
- Education
- Art & music
- Human experience
- Outdoors

Retail Inventory Manager | 09/2016 – 04/2019

The Apothecarium, San Francisco, California, USA

A multi-state upscale cannabis dispensary with an emphasis on setting industry standards

- Promoted twice into management
- Opened original 3 San Francisco storefronts
- Managed, designed, and streamlined menu offerings and compliance procedures (+457%)
- Led trainings and community classes

Environmental Administrative Asst. | 08/2015 – 05/2016

Northgate Environmental, Oakland, California, USA

An environmental remediation consulting company dealing in municipalities and private businesses

- Coordinated hazardous waste pickups for local municipality
- Office, contract, and Cal/OSHA coordination
- Produced and formatted reports
- Planned and created budget for holiday party and other events

Volunteer Coach & Trainer | 03/2014 – 06/2015

Greenpeace USA

- Chosen along with 15 out of 75 candidates for the Greenpeace Semester Spring Break
- Trained 60 activists in grassroots campaigning
- Blogger and member of Anti-Oppression Launch Group
- Hot air airship ground crew

Receptionist | 06/2010 – 01/2014 | Star Salon, Atlanta, Georgia, USA