

# Adriana J. Machado

High growth ops XP w/ product & data goals

## CONTACT

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## LINKS

<https://adrianajmachado.com/>

[www.linkedin.com/in/adriana-werks](http://www.linkedin.com/in/adriana-werks)

### Code Snippets & Projects

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

### Micro-Credentials

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

## EDUCATION

### Bachelor of Arts

Philosophy, Math minor  
Georgia State University  
2014

## SKILLS

- Office365
- Google Suite
- Adobe PS & LR
- Figma & Lucid Charts
- Jira
- Salesforce
- Python, SQL
- matplotlib, pandas, etc.
- Typeform
- Breezy (ATS)
- Trainual
- WordPress

## EXPERIENCE

**Data Science Immersive** | General Assembly | 05/2022 - Present

**Volunteer Crisis Counselor** Crisis Text Line | 04/2020 – Present

- Level 5 volunteer counselor; 200+ crisis intervention conversations

**3PL Recruiting Coordinator** | 03/2021 – 05/2021

**3PL Business Analyst** | 09/2021 – 05/2021

WOVN 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, new hire onboarding, ad hoc HR projects
- DevOps support & Agile project management
- UI mockups, flow charts, user stories
- Sales analytics, reports, dashboards
- Use cases, new features, bug reporting

**Data Science for All Fellow** | Correlation One | 03/2021-09/2021

Graduated w/ Honors & as an Endowed Scholar

**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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## INTERESTS

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

- 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

## **Retail Inventory & Manager On Duty** | 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