**Carena Toy** carenatoy@gmail.com

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***Curious, mission-driven communicator working in education, consulting, and nonprofit leadership.***

**Skills:** Project Management, Content Creation, Data Analysis & Reporting, Strategic Communications, Internal Communications & Stakeholder Engagement, Cross-Functional Collaboration

**Experience**

***Early Childhood Educator, Pre-K***, Seattle, WA. *Bright Horizons* May 2024 – current

* + Develop engaging, individualized learning plans and communications for 60 families.
	+ Create developmentally appropriate content to enhance communication and social skills, reflecting an understanding of audience needs.
	+ Create daily, weekly, and monthly external publications to families on individual and class progress and updates – building trust and transparency through storytelling and reporting.

***Communications and Strategy Consultant****,* Seattle, WA. *Freelance* May 2021 – Aug 2023

* + Packaged complex content for global health initiatives into engaging investor-ready collateral.
	+ Designed improved workflow and documentation systems for regulated manufacturing processes, improving outcomes by 14%.
	+ Created visual and written assets for FDA filings, ensuring alignment with brand and compliance standards.

***Head Coach***, Bellevue, WA. *Bellevue High School Girl’s Gymnastics* Aug 2023 – current

* + Develop and communicate a multi-tiered training plan for 16 athletes and 2 staff, emphasizing team values and personal growth.
	+ Lead with empathy and accountability, fostering open communication with parents, administration, and team members.

***Patent Examiner***, Alexandria, VA. *US Patent and Trademark Office* Aug 2021 – Aug 2022

* + Managed and communicated over 50 highly technical patent cases within government guidelines, ensuring clarity and legal accuracy in documentation.
	+ Authored legal and technical summaries; honing precision writings for diverse audiences.

***Full-time Family Caregiver***, Honolulu, HI. *Family* Sep 2020 – May 2021

* + Navigated healthcare systems, developed clear documentation, and led family communications during complex caregiving scenarios.
	+ Demonstrated resilience, discretion, and emotional intelligence in high-stakes, rapidly changing environments.

**Education**

**The Cooper Union, *Bachelor of Science in Engineering***, New York, NY. May 2020

* + *Minors:* Computer Science, Humanities & Social Sciences
	+ *Awards*: Dean’s List, Innovator Merit Scholarship, Emil Parente Internship Prize

**Leadership**

***Ski Instructor***, Snoqualmie Pass, WA. *Rokka Ski School* Winter 2021 – current

* Teach multi-level ski classes emphasizing safety communication and confidence-building.
* Adapt messaging for audiences of all ages and backgrounds in real-time teaching.

***President***, New York, NY. *Cooper Union Student Council* 2016 – 2020

* Worked with senior admin on transparency and equity in institutional decision-making.
	+ Led campus-wide engagement: bi-weekly meetings, digital channels, and student initiatives.