

Carena Toy

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Experience

- **Bellevue High School Girl's Gymnastics**, Bellevue, WA. *Head Coach* Aug 2023 - current
 - Development, leadership, and administration of Girl's Gymnastics Program
 - Create and support an inclusive and diverse environment for student-athletes
- **Freelance Consulting**, Seattle, WA. *Consultant* Aug 2022 – Aug 2023
 - Analyzed and recommended business strategies and opportunities for packaging 7 global health patents to be purchased and sold
- **US Patent & Trademark Office**, Alexandria, VA. *Patent Examiner* Aug 2021 – Aug 2022
 - Analyzed for approval over 60 patent applications per CFRs and USCs
 - Managed complex portfolio of over 50 intellectual property applications following federal regulations and SOPs
 - Developed over 5000 search queries and strings for technology research
 - Wrote over 75 reports for communicating legal status of applications
- **Novuson Surgical**, Bothell, WA. *Consultant* May 2021 – July 2021
 - Managed and improved workflow for manufacturing 35 FDA regulated medical device parts
 - Documented solution design for medical device part files in Solidworks for FDA filings
- **Kokua Warehouse**, Honolulu, HI. *Founder* July 2020 – May 2021
 - Planned, implemented, and strategized e-commerce website for consumer products
 - Data analytics for 100 high-performing retail products and 700 cost-effective deliveries
 - Developed Excel PowerQuery database to automate weekly KPI reports
- **Atlantic Infra**, Wall Township, NJ. *Project Management Intern* Summer 2019
 - Project management; scheduled and routed 2 paving teams; trained interns
 - Monitored and reported over 500 project work sites, estimated risk and work effort, ensured quality consistency, and computed site and route profitability in final reports

Leadership

- **Rokka Ski School**, Snoqualmie, WA. *Instructor* 2021 - current
 - Ski instructor for beginner to advanced kids aged 8 – 13
- **Cooper Union Student Government**, New York, NY. *President* 2016 - 2020
 - Collaborated with Dean of Engineering and President of Cooper Union on a weekly basis
 - Led and coordinated bi-weekly Engineering Student Council meetings of 21 representatives
 - Managed process improvement projects integrating academic and student life efficiencies
 - Initiated and managed process improvement for \$75,000 annual school grant program

Education

- **The Cooper Union, Bachelor of Science in Engineering**, New York, NY. May 2020
 - *Minors*: Computer Science, Humanities & Social Sciences
 - *Coursework Concentration*: Mechanical Engineering
 - *Awards*: Dean's List, Innovator Merit Scholarship, Emil Parente Internship Prize
- **Skills**: Technical Writing, Research, Project Management, Python, C, Tableau, Data Analysis and Visualization, Excel, MS Office