



Vikremjeet Padda


Project Coordinator

I'm an experienced professional skilled in project management, looking to help generate a positive impact in our diverse communities. I love understanding complex systems and crafting intuitive solutions to help equitably optimize them.

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Sacramento, CA 

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WORK EXPERIENCE

Project Coordinator

California Lawyers Association (CLA)

09/2022 - 09/2024

Sacramento, CA

Responsibilities

- Tracked KPI progress and reported quarterly on CLA's 5-year strategic plan to the Board of Representatives
- Managed CLA's online education catalogue of MCLE courses which generated over \$150,000 in revenue yearly
- Implemented programming for the California Lawyers Foundation (CLF) to improve legal profession diversity, access to justice, and civics education
- Coordinated educational programming and speaker logistics for CLA's signature events (Annual Meeting and Solo & Small Firm Summit)
- Provided support to and implement programming for 18 Committees and Initiatives, including at least 4-6 weekly webinar and in-person programs
- Standardized program protocols and implement a brand new Association Management System (AMS) for staff and association members

Customer Experience Specialist

ONE Finance, Inc.

03/2020 - 02/2022

Sacramento, CA

Responsibilities

- Developed and scaled equitable customer experience and support systems to curate an uplifting and intuitive customer experience
- Handled over 9,000 unique customer cases with high customer satisfaction (CSAT) metrics across various support channels
- Worked across departments to advocate for customer needs, address customer feedback, ensure optimal product quality in real time
- Developed an EcoFinancing program in partnership with California's GoGreen Home Energy Financing Program, Best Buy, and SoCalGas

CalFresh Program Coordinator

UC Berkeley Basic Needs Center

01/2018 - 05/2019

Berkeley, CA

Responsibilities

- Organized benefit enrollment sessions with Alameda County Social Services and other partners, helping hundreds of individuals receive benefits
- Recruited and supervised 5 paid ambassadors who worked on program implementation and student support
- Established the first Basic Needs Center on campus and successfully campaigned for a student referendum doubling Basic Needs funding for 10 years
- Tracked program data and produced the annual Basic Needs Impact Report for UC Berkeley and system-wide leadership

EDUCATION

MPP Master of Public Policy

University of the Pacific - McGeorge School of Law

08/2023 - 05/2026

Sacramento, CA

Concentration

- Public & Non-Profit Leadership

BA. Geography

University of California, Berkeley

08/2015 - 05/2019

Berkeley, CA

Minor

- Sustainable Food Systems

SKILLS

Systems Thinking

Program Development

Project Management

Organizational Leadership

Microsoft Office

Google Workspace

Research

Public Policy Analysis

Budget Management

Community Relations

Data Analysis

Public Speaking

Report Management

Punjabi Speaker

Education

Canva

Sustainability

Empathy

Multimodal Communication