

Anaya Yorke

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Available 12 to 4 PM ET, Monday to Friday · Responsive on Slack and email throughout

Summary

Operations and coordination professional with four years of managing correspondence, follow-ups, partnerships, and events across distributed nonprofit, student, and research teams. I keep inboxes answered, task lists current, and leaders informed.

Coordination & Operations Experience

NeuroTechX · *Student Partnerships*

Remote (Global) · Dec 2024 – Aug 2026

- Managed communication with 20+ university neurotech clubs, following up so every club stayed active
- Drafted and sent emails on behalf of leadership to club leads and partners using the company Gmail and Slack
- Took leadership meeting notes, sent recaps with owners, and tracked follow-ups in Asana until closed
- Helped coordinate 10+ events with college clubs across the network
- Created the Buzz in Review 2025 deck, turning a year of neurotech research into plain-language monthly highlights

PIXL · *Vice President*

Remote (Nationwide) · Mar 2026 – Present

- Manage a busy calendar for an intercollegiate community in Google Calendar, scheduling meetings and events
- Build and manage partnerships with Georgia Tech, MIT, XR Bootcamp, and ICXR, owning outreach and follow-up
- Part of the team that secured \$12,000 in GDC scholarships, sending 10 university women to GDC 2026
- Manage communications, keep website info current, and build decks for partner events like immerseGT

NeuroNYC · *Fundraising and Grant Writing Volunteer*

New York, NY · Aug 2025 – Present

- Research funders and donors, then draft and send personalized cold outreach, contacting 60+ funders so far
- Write and submit grant proposals and support budget planning, handling donor information with discretion
- Analyze fundraising data to decide which funders to prioritize next

Society of Women Engineers at GGC · *Founder*

Lawrenceville, GA · Aug 2022 – Dec 2025

- Founded the college's first engineering club, growing it from an informal group of 4 into an official chapter
- Handled correspondence with the college and national SWE, and coordinated with Georgia Tech and UGA clubs

Women in Technology at GGC · *Vice President*

Lawrenceville, GA · Aug 2022 – May 2024

- Part of a 9-person officer team that planned a semester of 4 events, including a Linux workshop

Intercollegiate XR (ICXR) · *Social Media and Newsletter Manager*

Remote · Oct 2025 – May 2026

- Co-wrote 3 issues of the ICXR Monthly newsletter on Substack and managed the LinkedIn company page

Project & Research Experience

Gradescope Submitter · *Project Manager and UX Designer*

Georgia Gwinnett College · Team Project

- Planned and tracked team tasks, owners, and deadlines in Jira from kickoff to final delivery
- Collected user feedback, troubleshoot issues, and prioritized updates, then presented final results in PowerPoint

Parra Lab, City College of New York · *Data Science Researcher*

New York, NY · Jun 2026 – Aug 2026

- Worked on site with a PI, mentor, and co-researcher, writing and organizing the proposal, methods, and bibliography

Additional Experience: Instructional Video Creator, GGC (15+ videos, 2026) · Founding Software Engineering Intern, Thinksuite (2025) · Beauty Advisor, Sephora (2025 – 2026) · Barista, Starbucks (2023 – 2024)

Skills & Tools

Google Workspace: Gmail, Google Calendar, Docs, Sheets, Slides

Messaging & Email: Slack, Outlook

Task & Project Boards: Asana, Jira, Taiga, GitHub Projects, Smartsheet, Basecamp

Office & Design: Word, Excel, PowerPoint, Microsoft Forms, Canva, Figma

Education & Honors

Georgia Gwinnett College · B.S. Information Technology (Software Development)

Dec 2026

AnitaB.org Kamala Scholar (2026, 1 of 125) · GDC PIXL Scholar (2026) · Grace Hopper Scholar (2023) · WIT Campus Finalist (2023) · ITS Certified (Certiport)