

Profile

Motivated, personable “Jane of All Trades” with a track record of quickly adapting to different situations and job roles. Willingly accepts responsibility, and maintains a sense of humor under pressure. Enjoys learning and increasing professional and personal skills—completed Master of Arts degree while working full time, has taken professional development courses.

Team-player who derives satisfaction from teaching others. Motivates by conveying enthusiasm and energy, and is strongly driven to understand and interact with others on a daily basis. Open-minded, curious, creative and innovative—utilizes different approaches to solve problems. “Big picture” person with ability to see the possibilities and connect the dots.

Skills Summary

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|---------------------------|--------------------|------------------------------|
| ♦ Print and Web Marketing | ♦ Copy Editing | ♦ Conference, Event Planning |
| ♦ Website Maintenance | ♦ Customer Service | ♦ Quark XPress |
| ♦ Written Correspondence | ♦ Website Design | ♦ Adobe Creative Suite 4 |
| ♦ General Office Skills | ♦ Grant Research | ♦ Microsoft Office |

Professional Experience

MARKETING: PRINT/WEB

- ♦ Save client (NCATC) money on printing and mailing costs through competitive bidding and follow-through.
- ♦ Create fresher, more visually dynamic marketing pieces for NCATC that generate interest and increase conference registrations along with overall member satisfaction.
- ♦ Produce professional quality artwork geared towards specifications from outside vendors (including vinyl banners, foam board posters, off-set printed brochures and newsletters).
- ♦ Integrate company and project websites to more current Web 2.0 standards.
- ♦ Design large documents for community-wide initiatives and distribution.
- ♦ Maintain websites so links are working, content is fresh and placed intuitively within the site’s framework.
- ♦ Write and edit copy for print newsletter.
- ♦ Self-taught in Photoshop, Dreamweaver, Illustrator, Quark, HTML, with the ability to learn applications and functions quickly.
- ♦ Familiar with W3C Accessibility Standards, JAWS screen reader for the visually impaired, CSS and PHP.

CONFERENCE AND EVENT PLANNING

- ♦ Plan monthly employee birthday parties.
- ♦ Work on committee for CORD Holiday Party.
- ♦ Plan small conferences for NCATC from start to finish:
 - ♦ Marketing
 - Postcards, flyers, brochures, web, email
 - ♦ Registration
 - Processing, receiving, payments, invoicing
 - ♦ Hotel
 - Distribute reservation information to possible attendees
 - Maintain relationship with hotel’s Event Coordinator
 - Choose and order menus for all meals, working within allocated budget
 - Meet with hotel staff on-site before event
 - Change seating, conference room reservations and food quantities if necessary
 - ♦ Conference
 - Send out call for presentations (falls under marketing)
 - Receive presentation proposals

- Maintain relationship with host college's staff
- Organize, design and print conference program, including scheduling presentations
- Organize information for conference CD
- Order premiums and materials (pens, jotters, folders, etc.)
- Create, print and assemble name badges
- Ship materials to hotel
- Coordinate dinner and reception activities
- ♦ On-site Registration
 - Register attendees, enlist aide of host college's staff volunteers
 - Distribute conference materials to registrants
 - Collect checks and money or advise on credit card payment method available online
 - Give directions and answer questions
- ♦ Post-Conference
 - Ship materials back to office, take inventory
 - Distribute conference survey to attendees, collect results, present to NCATC board

RESEARCH AND DEVELOPMENT

- ♦ Introduce and train others in use of social media as a method of grant/funding research and reaching a broader audience.
- ♦ Utilize government agency websites, grants.gov, the Federal Register and foundation listings to search for funding and grant opportunities.
- ♦ Write and copy edit grant proposals.
- ♦ Assist in teaching online professional development courses through BlackBoard.

ADMINISTRATIVE

- ♦ Serve as Executive Assistant to Vice President of Community College Initiatives for CORD.
- ♦ Served as Executive Assistant to Executive Director of NCATC.
- ♦ Perform customer service duties as required.
- ♦ Assist in booking travel, including hotel, air, car, and processing travel authorizations and expense reports.
- ♦ Assist entire curriculum development team on small and large tasks, such as editing, writing copy, and other duties as deemed necessary.
- ♦ Work with clients on a contractual basis.

Employment History

CENTER FOR OCCUPATIONAL RESEARCH AND DEVELOPMENT – Waco, TX

- ♦ Research Associate, August 2006 to Present

JULY BUSINESS SERVICES – Waco, TX

- ♦ Associate Consultant, January 2005 to August 2006

CMSI – Spring, TX

- ♦ Junior Recruiter, 2004

BRENNER REALTY – Fort Myers, FL

- ♦ Administrative Assistant, 2004

Education

SETON HILL UNIVERSITY – GREENSBURG, PA

- ♦ Master of Arts, Writing Popular Fiction, 2008

UNIVERSITY OF NORTH TEXAS – DENTON, TX

- ♦ Bachelor of Arts, Communication Studies, Business Management, Women's Studies, 2004