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## EDUCATION

- B.A. Geography (major) and Computer and Information Technology (minor), University of New Hampshire, Durham, NH (University Scholar, 2009). Recipient of the Robert LeBlanc Award in Geography (2009).
- A.A. General Studies, University of New Hampshire, Durham, NH (2005).

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## SPECIAL SKILLS/TRAINING

Computer Experience *Operating Systems:* Mac and Windows; *Applications:* Word, Excel, Access, PowerPoint, Publisher, Adobe Creative Suite 4 (Acrobat, Dreamweaver, InDesign, Illustrator, and Photoshop); *Web Design and Development:* HTML, XHTML, CSS, PHP, MySQL, JavaScript, and Visual Basic; *GIS Software:* ArcGIS, ArcView, and Google Earth; *Accounting Software:* Quickbooks Pro, Quicken; *Industry-Specific Software:* StolaSystem® occupational health software.

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## WORK EXPERIENCE

- 2000 – Present **Program Coordinator**, Water Systems Analysis Group, Complex Systems Research Center, Institute for the Study of Earth, Oceans, and Space, **University of New Hampshire**, Durham, NH. Responsibilities include:
- Perform research and compile data for modeling and analysis;
  - Website and database design, development, and maintenance;
  - Assist with proposal preparation, project reports, and peer-review articles; prepare and edit reports and other documents;
  - Communicate with faculty, staff, students, sponsoring agencies, and a broad range of national and international research partners in support of established programs and activities;
  - Plan and coordinate conferences, meetings, and events;
  - Coordinate complex schedule and travel arrangements;
  - Manage facilities and equipment;
  - Hire, train and supervise hourly assistants and work-study students.
- 1988 – 2000 **Marketing Coordinator**, **Seacoast RediCare Occupational Health Center**, Somersworth, NH. Responsible for the overall marketing effort, administration and operational support of a busy occupational health/walk-in medical center.
- Marketing responsibilities included:
- Marketing visits and sales calls to prospective, new and existing clients;
  - Proposal preparation, correspondence, and creation of marketing materials;

- Cultivated relationships with corporate clients, state and federal agencies, insurance carriers, ancillary service providers, and third-party payors;
- Developed and maintained a computerized information system to manage contractual arrangements with more than 750 corporate clients;
- Advertising and special promotions planning;
- Managed customer service issues.

Administrative responsibilities included:

- Accounts payable and vendor relations;
- Financial, management and statistical reporting;
- Staff benefits and personnel policies;
- Administered federal, state and OSHA-mandated programs;
- Quality assurance and outcome studies;
- State licensure and staff credentialing requirements.

1982 – 1986 **Office Manager**, Office of Institutional Advancement, **Merrimack College**, North Andover, MA. Responsible for the supervision of the support staff and support function for the offices of Alumni, Annual Giving, Development, Research, and Corporate Relations and Foundations. Responsibilities included:

- Supervision and training of support staff and student workers;
- Maintenance of computer system, alumni database, and gift income records;
- Budget preparation, statistical and financial reporting, purchasing, and payroll;
- Coordinated special events, mailings, guest lists, menus, and travel arrangements;
- Conducted weekly meetings with support staff and administration;
- Provided support to the Vice President and the Director of Corporate Relations; worked closely with the President, Board of Trustees, Business Office, Admissions, and corporate donors.

1981 – 1982 **Administrative Assistant**, Graduate School of Geography, **Clark University**, Worcester, MA. Provided administrative and academic support to a large, multi-cultural graduate program.

1980 – 1981 **Administrative Assistant**, Administrative Services and Personnel, **Connecticut College**, New London, CT. Provided administrative support to the Director of Personnel Services and several academic departments.

1979 – 1980 **Accounting Clerk**, Business Office, **Chadron State College**, Chadron, NE. Provided cashier, computer and accounting services, administrative support, and supervision of student employees and interns.

1974 – 1979 **Engineering Technician** (1978-79) and **Editorial Clerk** (1974-78), Design Division, Planning Department, **Portsmouth Naval Shipyard**, Portsmouth, NH. As Engineering Technician, assisted project engineers in the design and development of structural drawings for submarines. As Editorial Clerk, provided editorial and administrative support to the Technical Publications Office.