

SUMMARY

Experienced office manager and executive assistant. Smart, organized, skilled in streamlining processes and onboarding new hires. Passion for education and working within the Waldorf system.

RELATED EXPERIENCE

VP of Client Services & Associate, Cole Consulting LC. December 2004 - present.

- Managed tasks such as website maintenance, scheduling, bookkeeping, editing, and data entry; opened West Coast satellite office to expand company.
- Created systems for tracking hundreds of client resource materials such as articles, websites, videos, etc.
- Managed organizational strategic planning processes from the creation of in-take assessment tools to creating reports for long-term business development goals and implementation.
- Coached clients in the realms of career advancement and development, knowing themselves and understanding others; job searching, resume building, and interviewing.
- Facilitated and led trainings nationally on the topics of communication, leadership development, effective management and Social Styles™.

Program Director, DooF, San Francisco, California. August 2010 - June 2011.

- Managed all online communications between children, families, IT tech staff, and PR consultant. Administered office database as well as online platforms such as Involver, HootSuite, and Facebook.
- Launched school educational program in five schools in Alameda County. Met with principals and teachers, wrote grants, edited educational materials.
- Created multi-media games and activities for kids about healthy food. Organized weekly visits for students at farmers markets, schools, and events. Oversaw event that brought 20K participants and 100+ vendors.

Public Affairs Manager, NARAL Pro-Choice California, San Francisco. September 2008 - September 2010.

- Managed all onboarding and supervision of interns from around the country (5 per semester) and PR consultant; oversaw social media and weekly Webinars with national office and statewide affiliates.
- Represented NARAL through partnership with the California Coalition for Reproductive Freedom, coordinated 2009 Reproductive Freedom Day for youth, with 150+ attendees and 50 meetings with legislators.
- Oversaw educational programming related to investigative report on Crisis Pregnancy Centers. Conducted data analysis, managed statewide training of volunteers. Responsible for rollout of investigative report including PR campaign and development of toolkit to accompany the report.
- Primary manager of inaugural *Forum for Choice 2010* event, coordinated participating candidates and speakers, recruitment of over 200 attendees, built co-sponsorship between 20 organizations for event, and directed media campaign and fundraising plan. Focused on schools and student attendance rate, which was 25%.
- Coordinated campaign for Obama '08 and Proposition 4 ballot initiative.

Front Desk Assistant, UVM Center for Health & Wellbeing. May 2004 – February 2008.

- Performed administrative tasks including filing, handling multiple phone lines, and booking.
- Helped and advised students with health-related concerns at three different health centers: Alcohol/Drug Abuse Counseling Center, the Women's Health Clinic, and the University Health Center.
- Counseled students at the Office for International Education – maintaining travel resources and student files.

RELATED SKILLS

Office Suite: Word, Excel, Microsoft Office Applications; QuickBooks, PowerPoint, Mac & PC proficiency

Databases: Raiser's Edge/Blackbaud, Angel Software Learning, Google Docs, Dropbox

Survey Monkey, CMS website, WebEx, Twitter, Facebook, HTML, Mail chimp/Constant Contact, Basic Adobe skills

Certifications: Social Styles™: Understanding and Managing Behavioral Differences, Fierce Conversations,

Integral Coaching Principles from New Ventures West, Reiki Master, Certified Mediator

Fluent in conversational and written Spanish

EDUCATION

Champlain College, Burlington, Vermont. January 2013 – expected graduation July 2014.

Masters of Science in Mediation and Conflict Resolution

University of Vermont (UVM), Burlington, Vermont. May 2008.

Bachelor of Arts from the Honors College; Self-Designed Major in Women's Health, Minor in Studio Art

Honors Thesis: *Women's Health Reconciliation in Argentina: Reinstating a Holistic Model*

Universidad Nacional de Cuyo, Mendoza, Argentina. Spring 2007.

Fundación Santoro, Mendoza, Argentina. March – July 2007. To compliment studies, supported this global foundation by working with cancer patients on a biweekly basis in a free community clinic and helping to translate organizational materials from Spanish to English.

Santa Reparata International School of Art, Florence, Italy. Spring 2004.