

With a background in personnel recruiting, project management, strategic growth initiatives, and event planning, I am deeply committed to helping organizations succeed. I pride myself on being an organized, creative, budget-conscious, and deadline-driven individual who takes great pride in delivering high-quality results. I have proven experience in building teams and driving transformation in organizations.

### **Experience**

#### **Vermont Law and Graduate School Online Program Coordinator**

**South Royalton, VT  
June 2023 to present**

- Plan and manage events, trainings, orientations, and workshops
- Work with Faculty Director to recruit, orientate and retain faculty
- Maintain faculty content on internal and externally-facing platforms
- Create systems for interdepartmental hiring and training
- Establish procedures to efficiently organize syllabi, course outcomes and course surveys
- Communicate curriculum changes (registrar, enrollment, program leads) campus-wide
- Prepare internal and external documents on behalf of the program
- Draft, process and file contracts, maintaining and updating contract language as necessary
- Gather feedback and provide insights to anticipate program needs and troubleshoot obstacles

#### **Harvard Law School Senior Judicial Clerkship Outreach Specialist**

**Cambridge, MA  
September 2019 to June 2023**

- Led judicial clerkship outreach for United States Court of Appeals and state court judges
  - Built and maintained professional relationships with judges to facilitate clerkship placements
  - Represented Harvard Law School at networking and court informational sessions
  - Sourced and clarified hiring information from judges
  - Collected current hiring information from Harvard Law School clerkship applicants
  - Analyzed hiring data and compiled into complex Excel spreadsheets
- Researched Federal and State clerkship and internship positions
  - Reviewed online job databases and analyzed information
  - Monitored websites to obtain up-to-date judicial news and law clerkship hiring trends
- Responded to students' career-related questions in a timely manner
- Wrote comprehensive job postings for blog posts
- Managed additional recruiting-related research projects
- Mentored and trained new staff
- Proactively identified and repaired Excel issues

#### **Run-Walk Events Director of Human Resources & Project Manager**

**Norco, CA  
February 2019 to September 2019**

- Managed full-cycle recruitment process
- Onboarded candidates, ensuring a successful connection with Run-Walk Events leadership and staff
- Conducted exit interviews and used information collected to improve staff work environment and communication
- Created and implemented policies to encourage volunteer engagement and retention
- Worked with Chairman to manage Run-Walk Events Board issues
- Designed and maintained the Run-Walk Events website
- Developed corporate outreach plan to increase visibility of organization and secure funding
- Researched and recommended new technologies to enhance workflow and improve employee experience

#### **Selected Projects and Accomplishments**

- Led recruitment efforts that resulted in a 200% staff member increase
- Recruited candidates for key positions - board members, staff writers, strategy expert, grants specialist, project manager
- Developed processes, systems, and documents to ensure consistency in hiring process
- Created volunteer engagement and retention plan

**Simmons College School of Management  
Manager, Dean's Office****Boston, MA  
January 2002 to May 2006**

- Managed faculty and staff searches
- Handled VIP issues for high-level School events (i.e. annual conference, graduation, class reunions, panelist forums)
- Co-chaired Corporate Outreach Committee meetings
- Managed the proposal process for the use of gifts donated by top-level donors
- Acted as point of contact for Trustees, Corporators, Alumnae and high-level corporate contacts

**Selected Projects and Accomplishments**

- Instrumental in planning three successful annual conferences
- Successfully completed four high-profile searches (one faculty member, three Directors)

**Robertson Stephens  
Executive Assistant to Head of Office****Boston, MA  
September 1997 to January 2002**

- Developed, organized, and managed internal and client events
- Recruited mid-level and senior bankers
- Prepared business development materials for pitches, conferences, and roadshows
- Managed support staff personnel issues
- Coordinated meetings, schedules, and travel

**Selected Projects and Accomplishments**

- Created successful Internet Finance conference
- Managed several successful deal-closing events

**Education****American University (School of International Service)  
Bachelor of Arts****Washington, DC  
May 1996***Major:* International Relations (emphasis on Europe)*Minor:* French**Skills***Technology:* Adobe Framemaker, Photoshop & Illustrator, Asana, Google Analytics, Google Suite, Microsoft Word, Excel, Outlook & Powerpoint, Salesforce, Slack, Trello, WordPress, Zoom*Languages:* French (full proficiency in reading, intermediate in speaking and writing)**Volunteer work****Kiva  
Translator and Proofreader****San Francisco, CA  
February 2019 to present**

- Translate micro-loan request documents from French to English
- Proofread and edit English loan requests
- Review loans for accuracy and integrity

**The Grandmother Project  
Translator****Lindale, TX  
December 2019 to present**

- Translate documents from French to English
- Proofread, edit, and format reports to ensure proper grammar and adherence to style guide

**Walpole Public Schools  
Art Docent****Walpole, MA  
September 2012 to June 2019**

- Researched art history topics and created presentations/handouts to use in class
- Taught art history to elementary and middle school students