



RELEVANT EXPERIENCE

Communications & Development Consultant, Independent, 2007-present

Nationwide

- Communications and development support for nonprofits, changemakers, artists, and small businesses, specializing in strategy development, content creation, and community engagement
- Have developed communications strategies and materials for dozens of organizations, programs, and campaigns, focusing on increased clarity of voice and vision to deepen relationships with stakeholders and community
- Services include copywriting, research, editing, proofing, and management for websites, newsletters, and social media; grants and white papers; marketing, advertising, and PR; live and online events and meetings; etcetera
- Across sectors, have raised and managed millions of dollars in federal, state, local, and private grant funds, as well as developing and managing successful crowdfunding and direct fundraising campaigns

Communications & Community Manager, Wisdom 2.0, 2011-2015

San Francisco, CA

- Oversaw external and internal communications; also acted as customer service lead, live-in editor, front-of-house and registration manager, and assorted-odd-jobs-doer for the premier conference exploring how to live mindfully and compassionately in the modern world
- During tenure, helped Wisdom 2.0 expand from one annual 300-person event to an international sensation, with events from San Francisco to Dublin to Singapore, engaging tens of thousands of people in person and online

Development Associate, Taos Health Systems, 2009-2011

Taos, NM

- Grant writing and range of development work for regional nonprofit health system. Helped secure and/or manage more than \$20 million in federal, state, and private grants; helped create and manage signature hospital events and programs; assisted with successful redesign of corporate identity
- General writing and editing duties (web content management, white papers, press releases, newsletters, contracts, etc.); event planning and organizing; assisted with marketing and PR
- Rural policy specialist, particularly regarding community development, health, food security, and youth; member of 2010 National Rural Youth Assembly and the Southwest Rural Policy Network

Program Director/Youth Programs Coordinator, SOMOS (Literary Society), 2009-2012

Taos, NM

- Developed and managed programs, relationships, and clients, including support for writers
- Grantwriting, general support, and material development, including successful rebranding of organization
- Managed annual youth mentorship program, serving all county junior and senior high schools; developed and piloted a successful Writers in the Schools program

Legal/Administrative Assistant, Virtue, Najjar & Brown, PC, 2008-2009

Santa Fe, NM

- Edited briefs, contracts, and legislation; drafted documents; attended/summarized hearings; handled internal and external communications; managed schedules and deadlines for three-partner firm
- Tracked and reported on bills for clients during legislative sessions

SKILLS

Highly-organized self-starter; excellent interpersonal and digital communications skills; experienced event planner and organizer; curious and eager analytical thinker, with quantitative and qualitative research experience; concise and precise writer/editor, Chicago and AP fluent; PC and Mac literate; 80 WPM typing; proficient in Microsoft Office suite, Adobe InDesign and Photoshop; extensive cross-platform social media experience; experienced user of NVivo, Raiser's Edge, Wordpress, Google Drive, Dropbox, Hootsuite, Asana, Basecamp, Trello, Eventbrite, and more; quick to learn new software/programs; basic HTML and SEO; flexible team player with a sense of humor and a positive attitude.

EDUCATION

Emerson College

Boston, MA

Class of 2007, *cum laude*

B.A. in Writing, Literature, & Publishing

-concentrations: nonfiction writing, copyediting, political communication

I am pleased to provide references and work samples upon request.