

EDUCATION

**National University of Ireland, Galway**  
M.A. candidate, Public Advocacy and Activism (ABT)

**B.A., Emerson College, Boston, MA**  
Writing, Literature, & Publishing, *cum laude*

RELEVANT EXPERIENCE

**Communications & Development Consultant, 2007-present**  
*Independent, freelance, worldwide*

- Strategic communications and development support for nonprofits, community organizations, and small businesses.
- Services include program development and evaluation; copywriting, research, editing, and proofing; management of websites, newsletters, and social media; development and submission of grants and white papers; production & hosting of live and online events and meetings.

**Research Associate, i2i Institute, 2015 – 2016**  
*Social-change oriented research & evaluation firm, Taos, NM*

- Contributed research, strategy, writing, and editing to papers and projects for major American foundations, international advocacy networks, and local, grassroots nonprofits.

**Development Associate, Taos Health Systems, 2009-2011**  
*Regional nonprofit health system, Taos, NM*

- Secured and/or managed over \$20 million in federal, state, and private grants; helped create and manage signature hospital events and programs.
- Focused on rural policy, particularly community development, access to care, food security, and youth.

**Legal/Administrative Assistant, Virtue, Najjar & Brown, PC, 2008-2009**  
*Three-partner law firm, Santa Fe, NM*

- Edited briefs, contracts, and legislation; drafted documents; attended/summarized hearings; handled internal and external communications; managed schedules and deadlines; and tracked relevant legislation.

**Organizer/Canvasser, Environment America & Work for Progress, 2008**  
*National progressive social change organization, Washington, DC*

- Field organizer and door-to-door canvasser in DC and northern VA, focusing on renewable energy and environmental advocacy. Included electoral canvassing.

**HUMAN SKILLS**

Highly organized  
self-starter

Excellent interpersonal &  
digital communicator

Comfortable public  
speaker & meeting  
facilitator

Flexible team player  
with a sense of humor  
and a positive attitude

Writer and editor,  
technical and creative

Curious & eager  
analytical thinker

Research experience,  
qualitative & quantitative

Some Spanish – basic  
conversation, good  
reading comprehension

**DIGITAL SKILLS**

Both PC and Mac literate

Proficient in MS  
office suite, Adobe  
InDesign and Photoshop

Extensive cross-platform  
social media experience

Experienced user of  
a variety of task manage-  
ment and database tools

Basic HTML and SEO

Quick to learn new  
software/programs