

EXECUTIVE SUMMARY

An **events and operational support specialist** with 24 years of experience in academic, cultural, and non-profit organizations. A well-rounded, adaptable professional who is expert at managing strategic events and projects, handling sensitive information, and supporting organizational missions through effective operations.

FUNCTIONAL EXPERTISE

- **Complex Scheduling and Coordination**
- **Event Planning and Marketing**
- **On-site Strategic Event Management**
- **Academic Affairs**
- **Strategic Research**
- **Administration and Office Management**

FUNCTIONAL EXPERTISE DEMONSTRATED

[THE EAZL CENTER FOR DIALOG](#)

January 2018 – Present

The non-profit Eazl affiliate institution dedicated to exploring the ethical and humane dimensions of life.

Program Coordinator / Executive Assistant

Produces workshops and events and serves as the executive assistant to the Center's Founding Director.

- **Event Planning and Marketing:** Manages and/or supports the production of ~75 workshops and conferences annually. E.g. managed the Multiplatform Teacher's Program, a series of workshops that included outreach to and coordination with teachers and superintendents from 150 Bay Area school districts.
- **On-site Strategic Event Management:** Contributes to the successful day-of execution of strategic events (registration, attendee liaison and communication, on-site coordination). E.g. liaised between security teams at the US Department of State and Eazl for the Senator's participation in a panel on climate change in 2018.
- **Administration and Office Management:** Provides operational support with vendor management, digital and physical document management systems, and bookkeeping support. E.g. managed the Center's move into new Marin offices following the receipt of a Smart Lab grant in 2017.

EAZL UNIVERSITY ([OFFICE OF THE PROVOST](#))

February 2015 – March 2018

The office with ~100 employees responsible for overseeing all academic policies and activities university-wide.

Coordinator / Assistant to the Deputy Provost

Contributes to academic affairs, executes strategic projects, and supports senior members of the Office.

- **Complex Scheduling and Coordination:** Coordinates meetings and events often involving multiple senior figures at the University. E.g. coordinated meetings with all Eazl deans, executive deans, and faculty prior to the onboarding of James Jones, Eazl's incoming Deputy Provost, in March of 2017.
- **Academic Affairs:** Staffs 4 academic affairs committees, providing logistical support, briefing the committee chairperson as needed, and ensuring all communication and records needs are met.
- **Strategic Research:** Enables University leadership to make better decisions through strategic research and leadership briefings. E.g. supported the search for a new Dean of the Eazl Divinity School with the creation of a comprehensive candidate database that could be accessed and used by committee members as needed.

VARIOUS CONTRACT ROLES

June 2013 – January 2015

- **Strategic Research:** Led research projects for the [Eazl Media Consultancy](#), creating databases of bloggers in the green/sustainable living and viticulture verticals (June – August 2010).

- **Academic Affairs:** Performed a variety of temporary engagements (strategic event coordination, special projects, administrative support) for the [Eazl Law School](#) and the [Eazl Divinity School](#).

LANDRY UNIVERSITY ([PALMER ACADEMIC ADVISING CENTER](#))

June 2012 – April 2013

A private university with ~9,500 students located in San Rafael, CA.

Interim Assistant Director of Advising and Student Services

Supported the University's launch of its Learning Community Bachelor's Degree program, a program designed to help adult learners complete bachelor's degrees.

- **Academic Affairs:** Directly advises ~50 adult students, advising on learning paths, course selection, and internal referrals to other University personnel. Coordinates a 5-day off-site academic residency for each student, selecting venues, liaising with faculty and mentors, and addressing all other logistical issues.

THE OFFICE OF MICK JAGGER

August 2007 – June 2012

The personal office of the Grammy award-winning singer, now d/b/a Mick Songs LLC in Petaluma, CA.

Executive Assistant / Office Manager

Provides administrative and operational support and contributes to strategic projects.

- **Strategic Research:** Enabled Mr. Jagger to make better decisions by performing strategic research into potential collaborators, organizations, and cultural and historical norms. E.g. compiled a cultural brief on the customs and culture of Japan prior to his first visit to the country.
- **Administration and Office Management:** Supported the Office by performing a variety of communication, bookkeeping, and clerical duties. E.g. successfully worked with Mr. Jagger's management team to relocate his business office from New York to Petaluma in August of 2009.

PREVIOUS ROLES

Freelance Bookkeeper, Multiple Clients (2006—2007)

Office Manager, GrubHands Music Inc. (2004—2006)

Personal Assistant and Caregiver to Barney Frank, (2003)

Accounts Payable Specialist, [The Eazl Young Life Institute](#) (1999—2003)

Accounts Receivable Specialist, [Local 16A-23B](#) (1995—1999)

EDUCATION AND PROFESSIONAL DEVELOPMENT

Bachelor of Arts (Liberal Studies). [Eazl University](#) (San Francisco, CA)

Associate of Arts (Liberal Arts). [Eazl Community College](#) (San Francisco, CA)

Additional Professional Development

- **Ordained Interfaith Minister.** A two-year certificate program dedicated to including and celebrating a variety of spiritual backgrounds.
- **Certified Yoga Teacher:** Leads ~2 classes/wk., helping students build a deeper understanding of their bodies.

OTHER RELEVANT INFORMATION

Selected Computer Skills: MS Office Suite (Master), FileMaker Pro, QuickBooks, Quicken, Adobe CS Suite (Basic), iMovie (Basic), Multiple Social Media Platforms.

Volunteerism: *National Hospice and Palliative Care Organization*—Caregiver (2016 – Present). Provides social companionship and end of life care for the terminally ill.