

Contact

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Education

**Bachelors of Science in Business,
Marketing/Marketing Management**
University of Connecticut, 2009

Training

Youth Mental Health First Aid

Evidence-based mental health awareness training with focus on how to identify and respond to signs of mental health crisis and substance use disorders in youth.

Blueprint for Leadership

Six-month program to train and equip community leaders to serve on nonprofit boards.

Volunteer Management Training Series (VMTS)

Comprehensive series designed for volunteer managers to create dynamic, results-oriented volunteer engagement. Based on research and effective, field-tested best practices.

Skills

Technical

Microsoft Word, Excel, PowerPoint, and Publisher
Adobe Photoshop, Illustrator, InDesign, and Acrobat
WordPress, Beaver Builder, Gravity Forms, Zendesk

Professional

Strategic Problem Solving
Writing and Content Development
Event Planning and Management
Efficiency Analysis and Optimization

Professional Experience

Project Support

Open Sky Web Studio, Jacksonville, FL / 2016 - Present

- Create content for digital marketing, including website content, blog posts, email campaigns, and social media
- Manage ongoing email and social media campaigns
- Design content layouts and graphics
- Research and write original content for client projects
- Provide website maintenance and updates

Executive Assistant & Director of Special Projects

Military Engagement Manager / AmeriCorps VISTA

HandsOn Jacksonville, Jacksonville, FL / 2012 - 2014

- Planned and executed annual volunteer recognition reception
- Organized and executed 13 Belk 125 Days of Service Corporate Projects across 3 states in 3 weeks
- Recruited, trained, and managed two AmeriCorps National Direct members
- Recruited and managed volunteers and volunteer leaders with focus on military veterans
- Engaged over 550 volunteers in more than 2000 hours of volunteer service in under 12 months
- Created and managed meaningful community volunteer opportunities
- Provided logistical planning and support for events and programs
- Maintained all organizational files and assisted with financials

Director of Marketing

Lifetime Family Wellness Center, Honolulu, HI / 2009 - 2010

- Created marketing strategy using traditional and digital mediums
- Maintained website content and social media
- Monitored and analyzed marketing statistics
- Managed team of eight interns

Volunteer Roles

Cubmaster and Den Leader – Cub Scout Pack 484 - 2021 to present

- Plan and lead activities for large and small groups age K through 5th
- Coordinate special events and pack campouts

The Wild Things Young Professionals Group- Executive Council - 2013 to present

- Served 3 year term as President; also served as Event Chair, Communications Chair, and Vice President
- Planned annual spring and winter event for members
- Coordinated annual fundraisers benefiting Jacksonville Zoo

WordCamp Jacksonville - Organizer - 2017 to 2020

- Planned Speaker and Sponsor Thank You Dinner
- Planned conference After-Party
- Coordinated conference venue

HSL-72 / HSM-72 - Ombudsman - 2011 - 2015

- Served as command-appointed liaison between families and Navy Command Leadership
- Emergency contact for spouses and families during deployments
- Assisted families with domestic and deployment related issues