

EXPERIENCE

State of Vermont, Department of Labor (Montpelier, VT) – 2024-present

Communications & Outreach Coordinator: Develop and execute communication strategies, create content with a unified brand image, engage communities, and analyze outreach effectiveness for workforce initiatives.

Maple Landmark (Middlebury, VT) – 2017-2024

Director of Communications: Lead various initiatives including design and production of regular catalogs and catalog supplements, social media campaigns, digital product listing management, website improvements and editing, and close-out product sales. Product & scene photography, videography and content creation.

Trade Show Representative: Attended annual trade shows, representing the company and taking orders for products.

Addison County Maple Sugarmakers Association (Middlebury, VT) – 2014, 2017-present

County Fair Sugarhouse Manager: Coordinate 60+ volunteers to ensure all shifts are covered. Estimate and order supplies daily. Organize maple contest entries and judges in time for opening day. Maintain accurate income and expense records.

United States Rowing Association/USRowing (Princeton, NJ) – Summer 2016

Communications Intern: Created videos, press releases, articles, media guides and other design assignments. Worked closely on teams managing the 2016 Olympic Games, World Rowing Championships and national regattas.

The Boeing Company (Tukwila, WA) – Summer 2015

Business Intern: Worked with the business/commercial development unit. Participated in LEAN/5S assessment, process/value-stream mapping, preliminary database integration.

EDUCATION

Rensselaer Polytechnic Institute (Troy, NY) – B.S. in Business/Management and Electronic Media, Arts and Communication, Minor in Information Technology/Web Science.

Mt. Abraham Union High School (Bristol, VT)

SKILLS

Leadership, detail-oriented, organized, multi-tasking, formal presentations, analysis, critical thinking, effective communication, trade shows, business acumen, decision-making, teamwork, graphic design, LEAN principles

Software: Adobe Premiere Pro, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, CorelDRAW X8 (and previous), Microsoft Office Suite, Google Drive, Zoom, social media, HTML/CSS (basic), Canva

ACTIVITIES

Mount Abraham Rowing Club – Head Coach (2019-2023); Assistant Coach (2017-2019)

Lake Champlain Maritime Museum Community Rowers – Rower & Coxswain (2017-present)