

+ employment

Evergreen Health

Executive Coordinator

Buffalo, NY
Jan. 2021 to Sept. 2022

- Facilitated and provided administrative support for Boards & Board Committees
- Maintained records and timelines for high-level projects and innovations requiring Board support
- Arranging catering & other amenities for Board meetings and executive level gatherings, including complete organization of Executive & Board annual retreats
- Developed & restructured onboarding processes and materials for incoming Board members
- Organized and tracked Board records to ensure compliance and security
- Collected Board data to ensure compliance with grants, licensures, and other requirements
- Coordinated with Grants Department to gather necessary signatures and insurance coverages for grants and funding
- Arranged all corporate travel & training registrations, including itineraries for up to 65 travelers simultaneously
- Provided direct administrative support to the President/CEO including scheduling, proofreading, and presentation formatting.

Administrative Assistant

Buffalo, NY
Oct. 2018 to Mar. 2021

- Provided administrative support for C-Suite & other executive level staff members
- Organized and facilitated mailroom operations
- Provided meeting support such as minute-taking and material distribution at the Board & Board Committee level
- Maintained schedules for multiple executive level staff members
- Liaised with vendors providing catering & other small-scale departmental event services for the agency.
- Reconciled credit card expense reports for C-Suite staff and allocated expenses to correct budget lines
- Maintained records pertaining to Certificates of Liability and other company insurances
- Ordered flowers and other gifts on behalf of the company for employee and board member life events such as death in the family

Smiths Medical (via TPI Staffing)

Assembler (Temp.)

Keene, NH
May 2016 to Aug. 2016

- Assembled and inspected medical supply parts both on and offline for packaging under strict deadlines
- Packed and labelled product in packing aisle for warehouse storage, ensuring adherence to company standards
- Cleaned and prepared production lines for upcoming production lots

+ activities

Celluloid Kitten Art · Owner/Artist

Sept. 2022 to Current

Creation & sale of art, jewelry, and other hand-crafted items both online & through local shops/markets. Commissions accepted as well as static inventory and customizable set items. Items are largely made with recycled/repurposed materials and packaging.

Evergreen Health Proud Employees Resource Group · Chair

Jan. 2021 to Sept. 2022

- Organized and facilitated monthly Employee Resource Group meetings
- Maintained group rosters, meeting minutes, and other records
- Drafted mission statement and other core charter documentation
- Drafted marketing copy for group announcements through broader Diversity & Inclusion channels
- Planned & coordinated group actions, discussions, and other activities
- Coordinated with outside groups to secure donations and other resources
- Offered support and community to LGBTQ+ staff members, as well as pushed for systemic change in the workplace to accommodate community needs
- Coordinated with Marketing & Events team on Pride Month celebrations and displays

Western New York LGBTQ+ Employee Resource Group Network · Member

May 2021 to Sept. 2022

- Met bi-monthly with other community LGBTQ+ resource group leaders to brainstorm methods of employee engagement, community activities and actions, and offer support. An opportunity to discuss challenges and successes with other LGBTQ+ professionals in WNY.

Smith College Leading Ladies (Student Musical Theatre Group) · Board Secretary, Performer, Technical Worker

Fall 2013 to Fall 2016

- Performed in ensemble, featured, and lead roles across six musicals
- Assisted in organization, technical planning, and event coordination for student musical theatre performances
- Assisted with backstage work including scene transitions, costume changes, and technical cues
- Created & implemented inventory system for equipment, props, and costumes
- Social media marketing and public relations management
- Coordinated and supervised public fundraising opportunities and ticket sales
- Conducted & kept minutes at weekly board meetings
- Drafted & edited list of demands for equitable practices and social responsibility for organization

+ volunteering

Evergreen Health COVID-19 Vaccine Clinic · Volunteer

Buffalo, NY

Apr. 2021 to May 2021

- Directed patients to recovery seating, restrooms, and exits
- Sanitized materials, including recovery period timers, for use by staff administering vaccines
- Ensured patient adherence to COVID-19 safety protocols, including proper mask usage and social distancing

Friends of Franklin County Regional Dog Shelter · Volunteer

Turners Falls, MA

June 2013 to June 2018

- Designed & constructed donation boxes and event flyers for distribution to local businesses
- Created templates for informational flyers and donation box materials for use by other volunteers/staff
- Constructed costumes for volunteers to wear in local parades
- Photographed auction lots and "Parade of Dogs" for 3rd Annual Mutts in Need fundraising event
- Assisted in individualized care and socialization of foster dogs

+ education

Smith College

2013 to 2017

B.A. English Language & Literature 2017

Major: English Language & Literature, Minor: Film Studies

Cumulative GPA: 3.83

Related Courses: Directing 1, Voice for Actors, Acting 1, American Musical Theatre, American Theatre & Drama, Writing About the Arts, Performance & Film Criticism, Shakespeare & Film

+ awards

Bi Arts Festival

Sept. 2017

Short Film Selected for Festival Screening

Short film *Seeking: Mirror* was selected for screening at the Bi Arts Festival in Toronto, Canada

+ skills

Writing, editing, and proofreading

Event Planning & Coordination

Board & Board Committee Management

Schedule & Calendar Management

Corporate Travel and Training Coordination

Employee Resource Group Management

75WPM Typing Speed

Microsoft Office

Social Media Marketing (Facebook, Twitter, Snapchat, Tumblr, Instagram)

Supply Inventory Management & Ordering

Mailroom operations & mail sorting

Catering & Food Order Coordination

Organizational System Development & Implementation