

MAKING A POSITIVE DENT IN THE WORLD

Responsive communicator respected by varied constituencies for a confident, collaborative approach to problem-solving and project management.

EDUCATION**M.A., Professional Writing**

New England College, Henniker, NH

B.S., Information Technology

University of Massachusetts Lowell

B.A., English

University of Massachusetts Boston

EXPERIENCE**Executive Assistant ▪ August 2017-present**

Westwood (MA) Public Schools

Support executive leadership team at one of the Commonwealth's elite public school districts by serving as liaison between the Superintendent/School Committee and the various constituencies of the Westwood Public Schools. Westwood is a suburban community located twelve miles southwest of Boston.

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- Bridge silos in the district by facilitating cross-functional work.
 - Convene meetings on short and long-term projects. Prepare research, presentations, meeting agendas, background materials, discussion summaries, and logistical arrangements.
 - Coordinate events, including School Committee receptions, milestone ceremony, annual staff orientation, Superintendent breakfasts, and other public events.
 - Draft internal and external communications and presentations, including communications to principals, teachers, administrators, and the community. Produce content for the district webpage and social media channels.
 - Facilitate prioritization of work in the Superintendent's Office.
 - Guide work of five member, elected School Committee by preparing meeting agendas, reports, and supplementary material. Maintain, in collaboration with Massachusetts Association of School Committees, all district policies.
 - Maintain the calendar of the Superintendent of Schools.
 - Manage projects, including:
 - Collaborating with outside public relations firm on communications and community events related to Massachusetts School Building Authority grant process, successful Town vote to fund study, formation of building committee, and design/construction.
 - Expand online student registration to all grade-levels.
 - Transitioning human resource tasks from carbon paper forms to PeopleAdmin online platform
 - Prepare and submit Massachusetts Department of Elementary and Secondary Education reports.
 - Serve as key contact for the district, fielding questions, coordinating projects, and communicating key information from the Superintendent and executive leadership team.

Assistant to the Assistant Superintendent ■ October 2015-August 2017

Westwood (MA) Public Schools

Contribute to the success of a high-achieving, top-ranked school district of 3,000 students, 300 professional staff, and 100 support staff by documenting, following-up, overseeing, and planning a wide-range of initiatives related to curriculum, instruction, professional development, and human resources.

- Administer Frontline Absence Management (Aesop), the District's web-based staff attendance and substitute assignment system, including annual data roll-over, technical support, and user training.
- Manage summer curriculum work by compiling and summarizing proposals for review, communicating status to facilitators, calculating project budgets, and authorizing stipend payments.
- Oversee kindergarten registration, including outreach, online enrollment process, and tuition collection.
- Recruit, interview, hire, and train substitute teachers, PreK-grade 12.
- Routinely collaborate with Town Information Systems office on multiple projects, including systems integration, data integrity, and enhancement of parent portal.
- Support district-wide staff development initiatives, including scheduling and logistics of full-day in-service and New Teacher Orientation.

In-service Course Instructor (Per diem) ■ October 2011-present

Westwood (MA) Public Schools

- Create professional development courses related to the Google Apps suite, Microsoft Excel, and the Aspen student information database.
- Develop and facilitate quarterly workshops for daily substitutes.

Administrative Assistant to the Principal ■ July 2011-October 2015

Westwood (MA) Public Schools

Respond to the range of emotions exhibited in the operation of an elementary school on issues related to budget, staffing, and school culture.

- Compose correspondence, including emails, letters, memorandums, newsletters, and reports that clearly articulate message.
- Confidently maintain \$1.5 million budget, including payroll, supplies, textbooks, and other expenditures.
- Coordinate events, including Curriculum Night, enrichment program visits, faculty meetings, joint high school/elementary school Science Olympiad, and Site Council meetings.
- Responsible for logistical aspects of managing elementary school, including budget, scheduling, substitute coverage, and supplies.
- Serve on incident management, principal search, and website development committees.

Teacher ■ September 2003-June 2011

Westwood (MA) Public Schools

Serve in various roles, including after-school program leader, kindergarten teaching assistant, and substitute classroom teacher.