

Qualitative

- Dependable, reliable and flexible.
- I maintain a positive attitude and strive to be highly organized when managing multiple priorities or while working under pressure.
- I have a strong work ethic and enjoy developing processes to help train others.
- Self-motivated, team-oriented, confident, always willing to learn.

Technical

- Call Center, Data Input, Data Analytics
- Operations, Process Dev and Training
- Apple Hardware and iOS Devices
- Salesforce, Adobe CC, O365
- Hardware Maintenance for Mac / PC
- Photographer, Grip, Photo Editor, Export
- Video/Audio, Mixing, Motion Designer, Editing
- Print Designer, InDesign, Distiller, Prepress
- BPI, Building Performance Institute Certified

Experience**Energy Advisor, Operations** / CLEAResult. California / Nov '17 – Current May '19

Bay Area Regional Energy Network Energy Advisor, BayREN Home+, energy audit reviews, estimate reviews, data management, metrics/reports, homeowner and contractor services email newsletters, and process operations.

Energy Advisor, Operations / CLEAResult. Colorado / Sept '15 – Nov '17

Holy Cross energy advisor, Xcel energy advisor, Denver Energy Challenge energy advisor, contractor service support, data entry, and operations.

Logistics Manager / My420Tours.com. Denver, CO / April '13 – June '15

Processed incoming leads, order processing, public and private tour development, scheduling, transportation, marketing and outreach events, evaluated and established new vendors and partnerships, produced marketing materials.

General Manager / The Boiler Room, youth-based non-profit Coffee House. Port Townsend, WA / Dec '07 - Aug '09

'Youth at Risk' program development, retail and volunteer management, fundraising, and general oversight. Trained and certified 196 volunteers, 36 interns, simplified service procedures, expanded policies. I helped coordinate and mentor the production of two \$100K+ fundraisers, 432 live performances, 71 Open Mics, 68 Free Movie nights, and 106 free-soup days.

Visual Communications Teacher / Chimacum High School. Chimacum, WA / Sep '06 - Sep '08

Developed classroom curriculum for visual and non-visual learners. Script writing, plot and character development, storyboarding, pitch submission procedures, production techniques, editing & motion graphic production, graphic design, print design, lighting effects, audio engineering, and presentations.

Collateral Designer / Gatheringplace, non-profit. Port Townsend, WA / May '02 - Sep '09

Supported, researched, designed, and implemented enrichment programs for adults with developmental disabilities. Coordinated and assisted program operations. Designed and published primary fund-raising wall calendar including, art critiquing, ad sales and design, regional promotion, and distribution to retail stores, art galleries, museums, and referral programs.

Education**AAS, Digital Media** / Peninsula College, WA

Journalism. AV productions. Graphic Design. Photography.

Chimacum High School / Chimacum, WA

Graphic Design. Computer Assisted Drawing. Hiking. Newspaper and Annual staff. 4-H. DnD.