

EDUCATION

- Dec. 2011 **WESTERN CAROLINA UNIVERSITY** Cullowhee, NC
Master of Public Affairs
- Honors: Graduate research assistantship recipient
 - President, Public Affairs Student Association
 - GPA: 4.0
- Dec. 2008 **APPALACHIAN STATE UNIVERSITY** Boone, NC
Bachelor of Arts in Interdisciplinary Studies
- Concentration: Sustainable Development
 - Minor: Appropriate Technology
 - Honors: Departmental Outstanding Senior Award; Dean's List
 - GPA: 3.4

RELATED EXPERIENCE

- May 2011-
Present **GREEN OPPORTUNITIES** Asheville, NC
Marketing & Development Coordinator
- Wrote proposals and managed reporting for \$600,000/year grants program
 - Managed all strategic marketing planning and communications activities including segmented email, social media, print, and press relations
 - Administered Salesforce.com CRM database and designed custom grants, donations, and client tracking and analysis systems
 - Participated in program design processes and designed program evaluation strategies
 - Designed surveys and focus groups for community member, staff, and employer partner groups
 - Designed and implemented indicator system for tracking organizational outcomes
- Jan. 2011-
Dec. 2011 **WESTERN CAROLINA UNIVERSITY** Cullowhee, NC
Graduate Research Assistant
- Produced original research and literature synthesis for Dept. of Educational Leadership
 - Prepared and initiated several projects and studies for the Public Policy Institute
- Jan. 2009-
May 2010 **THE NAUHAUS INSTITUTE** Asheville, NC
Outreach Coordinator
- Led development of press, sponsorship and volunteer activities
 - Managed relationships with volunteers, sponsors, and media
 - Designed PR materials and updated website
- Sept. 2006-
Dec. 2008 **UNITED STUDENTS AGAINST SWEATSHOPS** Boone, NC
Chapter Founder and ASU Organizer
- Founded Appalachian State University student group and led campaigns
 - Built sizeable regional supporter base (1000+) and garnered national media coverage
 - Designed and facilitated workshops at national conferences
 - Organized Appalachian State University administration and legal team negotiations
- Aug. 2004-
Dec. 2006 **LLC EDIBLE SCHOOLYARD INITIATIVE** Boone, NC
Co-Designer and Instructor
- Co-designed and implemented first community garden space on university campus
 - Taught undergraduate course on local food production for two semesters

OTHER EXPERIENCE

Jan. 2010- Jan. 2011	BRADY GROHNE RENTALS <i>Property Manager</i> <ul style="list-style-type: none">• Managed leases, payments and marketing of 5 rental properties in Buncombe County• Remodeled and repaired properties and interfaced with contractors	Asheville, NC
May 2008- Sept. 2009	APPALACHIAN RAINWATER CATCHMENT <i>Owner and principal</i> <ul style="list-style-type: none">• Designed unique rainwater catchment system from recycled materials• Manufactured and installed systems and accessories for residential homeowners• Organized and led free public workshops on rainwater management	Vilas, NC
Sept. 2007- May 2008	MAGPIE ALTERNATIVE CAMPUS WEEKLY <i>Co-Founder and Editor</i> <ul style="list-style-type: none">• Conceived and launched weekly not-for-profit campus/local newspaper• Managed staff, copyedited pieces, wrote stories and supported business administration	Boone, NC
Jan. 2007- Nov. 2008	ROARING RIVER CHALETs <i>Handyman</i> <ul style="list-style-type: none">• Remodeled several rental property units and aided in guest accommodations• Cleaned units and maintained property landscape	Blowing Rock, NC

SCHOLARSHIP, SKILLS AND COMPETENCIES

Key Coursework

Graduate: Public Policy Analysis, Public Policy Formulation, Nonprofit Sector Management, Grant Writing, Legal Issues in Public Affairs, Public Affairs Administration, Public Financial Management, Research Methods for Public Affairs, Public Organizational Theory, Public Personnel Management, and Government Public Relations

Undergraduate: Sustainable Development Theory, Politics and Environmental Ethics, Sustainable Development in Modern World Systems, New Media Organizing, Sustainable Resource Management, Landscape Ecology, Small Wind and Microhydro Systems, Solar Thermal Systems, Principles of Agroecology, and Environmental and Applied Geology

Computer Skills

Excellent working knowledge in: Salesforce.com CRM NPSP administration and native customization, Microsoft Excel, Microsoft Word, Adobe Photoshop, Google Apps, Mac OS X, Apple Keynote, social networking platforms and legal/scholarly database research

Proficiency in: Microsoft PowerPoint, Adobe Illustrator, HTML programming, Wordpress and Final Cut Pro

Other Skills/Certifications

Building science and efficiency (certified BPI weatherization installer), qualitative and quantitative research design, data identification and analysis, performance measurement, group facilitation, advocacy campaign strategy, press relations and graphic design

Interests

Woodworking, cognitive psychology/behavioral economics, social movements, gardening, cycling, rational skepticism, digital IP law, strategy board games and numismatics

References available upon request.