

PROFILE SUMMARY

- Over four years' experience editing grant proposals
- Edit 7-10 state, federal, and foundation grant proposals annually and a professional newsletter 3 times each year
- Over seven years' experience in event coordination
- Coordinate 5-10 conferences and workshops annually

EDUCATION

Bachelor of Arts in English, Summer 2008

University of Oregon, Eugene, OR

Graduated *magna cum laude*

Earned degree while working full time

PROFESSIONAL EXPERIENCE

Grants & Communications Specialist

November 2008-present

Center for Applied Second Language Studies (CASLS), National Foreign Language Resource Center, University of Oregon

- Edit 7-10 state, federal, and foundation grant proposals annually; compose narrative sections; work with UO central grants office
- Monitor potential funding sources
- Develop external communication strategies
- Edit curriculum materials, assessment items, and other communications generated by department staff
- Serve as liaison for UO Corporate and Foundation Relations

Office Manager

September 2004-November 2008

Center for Applied Second Language Studies (CASLS), National Foreign Language Resource Center, University of Oregon

- Edit 7-10 state, federal, and foundation grant proposals annually
- Compose sections of grant proposals with director and assistant director
- Monitor available funding sources through Community of Science database, Foundation Center directory, and listservs
- Lead development of promotional material for distribution at state, national, and international conferences
- Manage internal communication systems by developing policy manuals and handbooks
- Ensure external communication strategies convey center's mission by authoring PR materials and Web site content
- Edit curriculum materials, assessment items, and other communications generated by department staff
- Direct organization of 5-10 in-state and out-of-state conferences annually from inception to completion
- Serve as liaison for external partners, institutions, program participants, and funders

- Lead various grant-funded projects with complex timelines, coordinating department teams and working with external funders to ensure that project is completed on time and under budget
- Coordinate 2-3 pilot assessments each year, which includes identifying potential pilot sites, working with educators through technical and logistical issues, developing detailed progress reports, and training other pilot coordinators
- Communicate program information; university, state, and federal regulations; and language standards to K-12 and postsecondary world language teachers and school administrators, some of whom are non-native speakers of English

Publications Director & Executive Assistant

September 2003-present

Pacific Northwest Council for Languages (PNCFL), regional professional organization for world language educators

- Edit, solicit, and write articles and design layout for *Lingo*, PNCFL newsletter published 3 times a year, with a readership of over 1,200 members
- Maintain internal communication systems by authoring manuals and guidelines and documenting procedures
- Develop external communication strategies by writing and maintaining Web site content and by writing and designing promotional material for distribution at state and national conferences
- Compose and edit external correspondence sent from organization to members
- Work with advertisers to promote their mission and services in *Lingo*
- Serve as primary contact person for teachers and institutions

Internship: Research & Grant Writing

Winter 2008, Spring 2008

Professor Daniel Wojcik, Folklore Program Director, University of Oregon

- Research funding opportunities using Community of Science database
- Design promotional material for folklore events and courses
- Author letter to encourage donations
- Write and edit 2007-08 Diversity Strategic Action Plan, submitted to College of Arts & Sciences
- Assist in event coordination
- Develop budget for digital archive project

Student Office Assistant

September 2003 – September 2004

Center for Applied Second Language Studies (CASLS), National Foreign Language Resource Center, University of Oregon

- Proofread state and federal grants, assessment items, curriculum materials, and other external correspondence
- Assist in the coordination of weeklong institutes and follow-up meetings
- Maintain paper and electronic filing systems

Administrative Assistant

May 2003-June 2003; June 2001-August 2001

K-12 National Foreign Language Resource Center, Iowa State University

- Assist in the coordination of weeklong institutes
- Process curriculum material orders and maintain order database

SKILLS, TRAINING, & CERTIFICATES

- Proficient in Microsoft Office Suite, Photoshop, Illustrator, InDesign, GoLive, Dreamweaver, Acrobat, HTML, FileMaker Pro, Windows and Macintosh OS
- Professional Grant Development Workshop August 2008
- Foundation Center directory August 2008
- Community of Science funding database 2007
- CITI Protection of Human Research Subjects Certification December 2006