Years of Experience / 5

Years of Experience at Stone / 1

Education

Master of Environmental Law and Policy (MELP), *magna cum laude*, 2015, Vermont Law School, South Royalton, VT

B.A., International Studies, Concentrations in Global Environmental Politics and International Economic Policy, 2011, School of International Service, American University, Washington, DC

Professional Certifications

Certification 1

Skills

Environmental writing and communications

Business storytelling

Brand management and marketing

Project management

Administrative support

Professional and Community Activities

Stone Branding Team, Member, 2015-present

Honors and Awards

Honor 1

Additional Education

Additional Education 1

Employment History

Stone Environmental, Montpelier, Vermont

Marketing Coordinator, June 2015-Present

Coordinates marketing activities across multiple market segments. Supports the development of marketing materials and content, keeping subject matter experts focused on timelines/due dates, responsibilities, etc. Writes original content and edits/proofreads technical content.

Technical Writer, May 2016-Present

Prepares reports and assists with technical writing for agrochemical fate and exposure studies.

Assists the Water Resources group by providing support for multiple stakeholder processes.

Plymouth Planning Commission and Zoning Board of Adjustment, Plymouth, Vermont

Administrative Clerk, 2014-2015

Coordinated review of and drafted timely decisions on permit and variance applications that were pending before the Board. Attended and documented monthly meetings.

DRT Strategies, Inc., Arlington, Virginia

Programs Analyst, U.S. Dep’t of Agriculture, OPPM, PSD, 2012-2013

Provided optimal client support to the U.S. Department of Agriculture, Office of Procurement & Property Management, and Procurement Systems Division via outreach, reporting and collaboration. Drafted and delivered a wide array of work products to high-ranking federal officials, including a website recommendation plan, key performance indicators and metrics reports, analyses of industry best practices, document naming convention, and inventories of agency regulations. Assisted with oversight functions related to the development and implementation of project plans and priorities.

DRT Strategies, Inc., Arlington, Virginia

Communications Specialist, U.S. Dep’t of Homeland Security, FEMA, NED, 2012

Supported the development and implementation of strategic communication plans for national, regional and state offices for the U.S. Department of Homeland Security, Federal Emergency Management Agency, National Exercise Division. Managed external communications to general public and internal communications to regional offices. Gathered stakeholder information, issues and concerns thru feedback forums, mailbox management and social media platforms in order to analyze the effectiveness of communication efforts.

Edelman Public Relations, Washington, D.C.

Public Health Fellow, 2011-2012

Advanced public health campaigns by creating marketing materials, managing and promoting outreach events, and utilizing traditional and digital marketing methods to increase public awareness and outreach for various federal initiatives like National Drug Take Back Day and Mental Awareness Week. Managed confidential client’s digital media accounts and delivered weekly metrics reports.

Related Project Experience

Stormwater Management Support Services for the Vermont Agency of Transportation, 2015-present, Stone Projects: 15-240

Assists the Vermont Agency of Transportation’s Operations Division with process evaluation and benchmarking of the current state of stormwater management efforts during project development, including a series of stakeholder meetings across all VTrans programs and units, as the Agency prepares for VT ANR’s issuance of a draft TS4 permit in 2016.

Cabot Indirect Discharge Permitting Support, 2015-present, 15-216

Provided support for a Stone-led engagement process with the goal of determining feasible, cost-effective, and implementable options for managing dairy processing washwater from Cabot Creamery’s operations in Cabot Village that could also address stakeholder concerns regarding washwater constituents and receiving water quality.

Spray Drift Reduction Field Deposition Study, “confidential client”, 2016, Project 16-029.

Prepared the final report summarizing the findings from the study.

Field Volatility Study for an Herbicide, “confidential client”, 2016, Nebraska, Project 16-076.

Prepared the final report summarizing the findings from the study.

Wind Tunnel Testing of Spray Nozzles for Drift Reduction, “confidential client”, 2016, Project 16-048.

Prepared the final report summarizing the findings from the study.

Air Sampling for Gaseous Field Loss, “confidential client”, 2016, Georgia, Project 16-077.

Assisted with technical writing for final report.

Publications and Presentations

LastName, FirstName. Year. “Title”. Journal/Publication. Publishing Info, volume, etc. (Resume body text).

Additional Honors and Awards

Add here if too long for front page/left text box. (Resume body text).

Professional and Community Activities

Add here if too long for front page/left text box. (Resume body text).

Additional Education

Add here if too long for front page/left text box. (Resume body text).

Review Trail

Employee review: CAR / 051816

Marketing review and/or edit: MAM (formatting) / 060116

Instructions

Update this document every year as part of your employee review and review content with your supervisor (job titles and job description must be consistent and updated).

STEP 1: Look through all sections of the resume and fill it out fully. In particular, make sure you:

* + Correct “years of experience” in the resume and Bio sections
	+ Add all major projects you’ve worked on in the past year (there is a report in Ajera that can help you remember the projects you’ve worked on – ask Marketing or accounting for help). DO NOT INCLUDE the name of clients if they are confidential (when in doubt, assume it’s confidential). Rather, use “confidential client” and make sure your description is sufficiently vague.
	+ Add any new publications or presentations, certifications, or community or professional activities
	+ Keep all headers in this document, even if the section contains no information. This document is intended to be a master file that is cleaned up for proposals and customer-facing purposes.
	+ If information from the text box (left, page 1) is too long, add information to the end of the document, in the applicable “additional” sections.

STEP 2: Add your initials and the date above once you have updated the document, so we know when content was last reviewed by you.

STEP 3: Be sure the updated file is saved in this folder:

* + [M:\Resume+Bios\STONE RESUMES\WORKING DRAFT\_Resumes](file:///M%3A%5CResume%2BBios%5CSTONE%20RESUMES%5CWORKING%20DRAFT_Resumes)

STEP 4: Email Marketing when you have done items 1-3. From there they will:

* + Proof read and check formatting
	+ PDF into an “official” resume for use in your training file and other general purposes
	+ Let you know that the PDF is ready for you to print and sign

STEP 5: When Marketing has created the official PDF, you should print it, sign and date it, and add it into your training file (ask Kim for the location!) as part of your annual review process.

STEP 6: Please e-mail Kim when your training file has been updated with the current resume