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## Objective

Utilize existing communication strengths, commitment to service, positive attitude & work ethic to gain employment with a socially and environmentally responsible business or organization.

Obtain full-time or temporary employment in opportunities related to: customer service, retail sales, data entry, website content management, or technical writing based on previous occupational experience.

## Summary

Motivated, organized and dedicated. Emphasizes using assertive communication skills—active listening and constructive/positive feedback—learned while working for a wilderness therapy program. Encourages diversity of strengths and personalities when working in a team environment. Recognized as a contributing, detail oriented and accessible manager, co-worker and employee.

Excels in positions with multiple duties & responsibilities and independently seeks opportunities for process improvements. Advocates for environmental stewardship, maintenance and use through a variety of relevant volunteer and employment activities. Enjoys leadership positions and encourages development opportunities for others. Desires diverse and challenging work that strikes a healthy balance between indoor and outdoor tasks that serve the natural environment and community.

## Skills & Accomplishments

- **Leading and Managing** two Conservation Corps trails restoration field teams for the Student Conservation Association in partnership with the US National Forest Service. Solo leader of trail teams consisting of five college-age Americorps members.
- **Leading and Managing** Northwest Trail Alliance website redesign project involving soliciting bids from professional developers, collaborating to create a site design and gathering content and feedback from members. Following a budget and timeline, answering to a board of directors, and motivating team members to stay on task to achieve the goal of improving the organization's communication hub.
- **Wilderness First Responder & CPR certification** through NOLS, Wilderness Medical Institute; first certified in October 2007 and re-certified in March 2010.
- **B-Level chainsaw/crosscut saw certification** through Montana Training & Development Center - 2011, Soren Erikson's "Game of Logging" - 2011; USFS, George Washington-Jefferson NF; May 2010; additional 1:1 training with USFS Mt. Hood Ranger, Jim Thornton, in October 2009.
- **Contributed web content organization assistance** and guidance to team of volunteers producing a new website for the Bicycle Transit Association's "Walk 'n Bike to Schools" program.
- **Proposed, and authored two cover stories** for a freely distributed alternative weekly during a college internship.
- **Presented a Power Point presentation** on personal experience of through-hiking the Appalachian Trail to elementary school children and the Michigan State University Outing Club.
- **Proficient with website Content Management Systems, HTML & XHTML and using MS Office software** to produce instructional user guides and basic websites.

## Professional History

**Student Conservation Association**, Charlestown NH. (603) 543-1700, April 2010 - August 2010. April 2010 - August 2011.

*Project Leader.* Responsible for scheduling, training and managing a five member trail crew working on U.S. National Forests. Serve as the point of contact for agency partners and other contacts. Supervise work and camp life on daily basis. Maintain safety and strive to meet the needs of the individual members and overall group. Follow a program budget and submit required accounting documentation. Update project website following each work week.

**CLIF Bar**, Emeryville CA. Jessica Culnane - supervisor. jculnane@clifbar.com, April 2008 - Present.

*Street Marketing Crew Member.* Promote CLIF Bar brand products at regional athletic and community events by setting up a vendor booth, sampling products and interacting with consumers.

**ISITE Design Inc**, Portland OR. (503) 212-0239, May 2008 - April 2010 & November 2010 - April 2011.

*Content Specialist.* Assisting clients in web content organization and use of Content Management Systems. Producing technical specifications and user guide documentation. Editing and analyzing website content. Preparing e-newsletters. Revising and creating HTML, XHTML code documents.

**Northwest Trail Alliance**, Portland OR. June 2009 - April 2010

*Web Committee Chairman.* Serving as the website redesign project manager for Portland based off-road cycling, volunteer driven non-profit. Managing social media channels, Twitter and Facebook. Member since 2008, participating in trail work & restoration parties and organizing group rides.

**Second Nature Cascades**, Bend OR. (541) 382-1620, April 2007 - April 2008

*Wilderness therapy field instructor.* Design and implementation of therapy and behavior modification for troubled teens. Facilitated wilderness skill activities, group therapy sessions, behavioral interventions and lessons on communication and personal problem solving. Planned and led wilderness hikes for students and staff team using map & compass and handheld GPS.

## **Education**

**Michigan State University**, East Lansing, MI. August 2001 - May 2005

BA, English. Minor, Journalism.

GPA 3.33. Dean's List

**Clackamas Community College**, Oregon City, OR. September - December 2010.

Geographic Information Systems, introductory coursework

GPA, 4.0.