

## PROFESSIONAL PROFILE

An accomplished professional with over fifteen years of experience in higher education non-profit administrative support, event execution, and learning and development. Recognized as a reliable colleague with excellent interpersonal, organizational, and time management skills with the ability to work independently or collaboratively in a team environment and engage with all levels of staff and leadership. Successful in managing multiple projects simultaneously while maintaining a high-level of confidentiality, attention to detail and communicating effectively.

## CORE COMPETENCIES

- Building Collaborative Relationships
- Strengths-based Coaching
- Project Management
- Fostering Teamwork and Empowering Others
- Navigating Change
- Communicating Effectively

## PROFESSIONAL EXPERIENCE

### **Assistant Vice President for Administration and Strategic Initiatives**

Washington State University Foundation

Pullman, WA

July 2023 to Present

- Provides executive level support of a substantial and confidential nature to the Vice President for Advancement and CEO of the WSU Foundation (VP/CEO).
- Serves as the primary point of contact for the VP/CEO with both internal and external constituencies, disseminates information and communicates ideas on behalf of the VP/CEO; and responds on behalf of the VP/CEO when issues arise. When appropriate, the AVP may represent the VP/CEO in university and college settings.
- Initiates and manages short to mid-range projects; responsibilities include but are not limited to providing comprehensive administrative support; responsible for maintaining open communication and collaboration among internal and external constituents; project planning and management; budget management for areas of responsibility; office management; and executing strategic goals of Advancement and the WSU Foundation.
- Manage the identification, review, and execution of all WSU Foundation contracts; work with General Counsel to assure such agreements are in keeping with WSU and WSU policies and guidelines.
- Support the VP/CEO in building an innovative volunteer engagement strategy.
- Lead and manage three departments within the WSU Foundation: Office of the CEO, Board Relations and Volunteer Engagement, and General Counsel.
- Active member of the Advancement Leadership Team, providing leadership, administration, and planning for all aspects of assigned areas, and am responsible for developing, implementing, monitoring, budgeting, and assessing strategic plans and initiatives for areas of responsibility.

### **Senior Director for Administration and Strategic Initiatives**

Washington State University Foundation

Pullman, WA

November 2020 to June 2023

- Served as Interim Director and was hired permanently to Director; promoted within 6 months to Senior Director
- Led day-to-day operations for the Office of the CEO; point of contact for internal and external constituents
- Led and managed advancement-wide initiatives in collaboration with Vice President of Advancement and WSU Foundation CEO
- Primary liaison for the VP/CEO
- Managed facility operations, including overseeing renovations, improvements and maintaining appropriate health, safety, and environmental information and training
- Served as lead project manager for executive-level projects including vendor contracts and high-stake events
- Successful in building relationships with WSU Foundation Board of Directors, managing meetings, policies, and procedures and supporting volunteers in absence and support of the Director of Volunteer Engagement
- Supervised full-time and hourly employees

**Talent Management Specialist**

Washington State University Foundation

Pullman, WA

January 2020 to November 2020

- Implemented strengths-based culture utilizing Gallup® CliftonStrengths assessment and coaching model for 150+ Advancement employees; developed and facilitated comprehensive CliftonStrengths Workshops
- Conducted skills gap analysis to determine training needs for 100 Advancement individual contributors; utilized data to develop comprehensive professional development strategy and program
- Developed and delivered a variety of trainings specific to individual contributors utilizing in-person and virtual platforms; conducted post-training surveys, analyzed findings and shared with appropriate stakeholders
- Communicated learning and development opportunities, including external trainings, webinars, and resources
- Liaised with and supported the Trustee Engagement Task Force; drafted original correspondence and official documents, provided meeting materials, summarize minutes and serve as a central point of contact

**Training and Events Coordinator**

Washington State University Foundation

Pullman, WA

January 2017 to December 2019

- Drafted comprehensive internal professional development and training programs; coordinated with multiple external training organizations to support professional growth strategies
- Led and supported talent management programs and processes, inclusive of hiring, new employee onboarding, training and development, and annual performance evaluations, and adhering to WSU policies
- Developed centralized employee engagement activities and initiatives system wide
- Organized and managed high-level, multi-day events, highlighting WSU's leading research enterprise, recognizing outstanding faculty, staff, students, and alumni, and celebrating donors and friends
- Supervised CASE Advancement Internship Program participant

**ADDITIONAL PROFESSIONAL EXPERIENCE**

- Foundation Coordinator, Gritman Medical Center Foundation, 2016
- Events and Training Coordinator, Washington State University Foundation, 2013-2016
- Administrative Assistant II, University of Idaho, Corporate and Foundation Relations 2010 – 2013
- Administrative Assistant, North Idaho College Foundation & Development Department, 2005-2008, 2009
- Title I Reading Aide & Substitute Teacher, Hayden Kinder Center, 2009-2010
- Student Teacher, Grades K & 2, Borah Elementary School, Coeur d'Alene, Idaho, 2008-2009

**EDUCATION AND CERTIFICATIONS**

- Master of Science, Adult Organizational Learning and Leadership, University of Idaho
- Bachelor of Science, Elementary Education, University of Idaho
- Gallup® Certified CliftonStrengths Coach
- Human Resource Development Certificate, University of Idaho
- State of Idaho, K-8 Certificate of Teaching

**PROFESSIONAL DEVELOPMENT AND LEADERSHIP**

- Mentor, WSU Virtual Staff Mentoring Program, 2020
- Co-Chair, WSU Advancement IDEA Work Group for Volunteers, 2020
- Founding Member, Inland Northwest Talent Management Network, 2020
- Presenter, CASE District VIII, 2020
- Thought Leader, Advancement Resources Exclusive Focus Group, 2019
- Presenter, CASE Strategic Talent Management Conference, 2018
- YMCA of the Palouse, Board of Trustee, 2015
- Chair, Staff Affairs Committee, University of Idaho 2012-2013
- North Idaho College Alumni Association Board of Directors, Multiple Positions Held, 2009 to 2012
- University Study Abroad Consortium-Faculty/Staff International Development Award, Torino, Italy, 2011
- Winant Clayton Volunteer Exchange Programme, London, England, Volunteer, 2006