

## EDUCATION

**Portland State University** – Portland, OR

M.Ed. in Curriculum and Instruction

M.A. in French

July 2010

July 2009

**University of Florida** – Gainesville, FL

B.A. in French, Minor in English

April 2005

## HUMANE EDUCATION EXPERIENCE

**Jacksonville Humane Society** – Jacksonville, FL

*Development & Education Manager*

March 2020 - Present

*Education & Outreach Manager*

December 2018 – March 2020

*Education & Outreach Coordinator*

December 2017 – December 2018

- Lead the Jacksonville Humane Society's Humane Education Department, which serves over 1,000 children annually and includes the following programs and more:
  - Pawsitive Reading, in which children can volunteer to read out loud to shelter animals
  - An outreach program focused on at-risk and underserved youth with an emphasis on social-emotional learning and literacy
  - Educational camps for kids in grades K-12
  - Field trips, both in-person and virtual
  - Birthday parties
  - Kids' night in/paw-jama jam events
  - Middle and high school service days
  - Girl Scout badge events
- Design and execute marketing plans and digital/print materials for all educational programs
- Create and maintain a program budget
- Track and provide reporting for education-specific grants and scholarships
- Coordinate the JHS high school volunteer program
- Build and maintain relationships with corporate sponsors and foundations supporting JHS's education programs
- Lead a team consisting of one full-time Education Assistant and 6-7 Summer Camp Counselors (responsible for hiring and training all education staff)
- Oversee content development for and maintenance/design of the JHS website
- Assist with content creation for JHS social media channels
- Assist with the planning and execution of all major and minor fundraising events, from a pet-friendly festival and gala-style tasting generating over \$200,000 annually to cat yoga sessions and a cutest pet photo contest
- Provide stewardship to monthly donors via thank you calls, videos, and other acknowledgments

## OTHER RELEVANT EXPERIENCE

**Executive/HR Assistant**

June 2015 – December 2017

*Jacksonville Humane Society*

**French Teacher**

September 2007 – January 2016

*Middle/High School and University Levels*

## ADDITIONAL SKILLS

- Social media platforms: Facebook, Instagram, Twitter, TikTok, Pinterest, LinkedIn, YouTube
- Other digital proficiencies: Canva, Buffer, Photoshop, Wordpress, basic HTML, Constant Contact, Network for Good
- Shelter software: Shelterluv, PetPoint, Vetter
- Talented creative writer, proofreader, and editor
- Fluent in French