

EDUCATION

2014-2015 | University of New Hampshire | Durham, NH

M.S. Recreation Management and Policy: Recreation Administration

- Awarded Graduate Assistantship
- Co-Instructor for *Wilderness Issues in American Society* Course Spring and Fall 2014: 220 students
- Northeast Recreation Research Symposium Presenter Cooperstown, NY 2014
- Colloquium project: Exploring the role of Personality, Risk, Motivations and Recreation Preferences
- Gnarhampshire.com Viral Marketing Project
- New Hampshire 4-H State Volunteer Survey 2014
- Moultonborough, NH Municipal Recreation Needs Assessment: survey, focus groups & town hall meeting
- Exeter, NH Municipal Recreation Needs Assessment Survey: focus groups & town hall meeting

2011-2013 | University of Montana | Missoula, MT

B.S. Parks Tourism & Recreation: *Emphasis in Nature Based Tourism* | Minor in Non-Profit Administration

- Russell M. Nagle Scholarship Recipient
- Leadership Award Scholarship Recipient
- Montana Recreation & Parks Association Scholarship Recipient
- Irene Evers Undergraduate Research Scholarship Recipient
- UMCR Research Symposium Presenter
- Americorps / Montana Campus Corps Team Member
- Golden Key International Honour Society
- Dean's List [3.8 GPA]

2009-2010 | John Wood Community College | Quincy, IL

A.A. Psychology

- Awarded Academic Tuition Waiver
- Graduated with honors [3.6 GPA]

EXPERIENCE

February 2014-Present | University of New Hampshire Outdoor Adventures Campus Recreation Program | Durham, NH

Whitewater Kayak Instructor [February 2014-Present]

- Coordinated and conducted weekly instructional pool sessions
- Coordinated and conducted field based introductory whitewater kayaking courses

Assistant Coordinator of Summer Programming [May-August 2014]

- Designed and led recreational programming for students including sea kayaking, SUP, backpacking and day hikes
- Completed ACA Sea Kayak Leader Course

Assistant Coordinator of Mendums Pond Campus Recreation Facility [May-August 2014]

- Managed seven student staff
- Coordinated maintenance and expansion of facilities including low-ropes course

Assistant Coordinator P.A.W.S. Freshman Orientation Program [June-September 2014]

- Coordinated training and logistics for 10 backpacking student leaders
- Helped coordinate and assist with training of 30 basecamp student leaders
- Coordinated logistics (food, gear, transportation for one-week) for 160 college participants and student staff

May 2013-October 2013 | Glacier Institute – Big Creek Camp | Polebridge, MT

Teacher-Naturalist

- Designed and conducted field based educational programs for youth ages 5-18
- Aided in facility management, program coordination and curriculum expansion
- Specialized in Dendrology, Forest Ecology, Fire Ecology and “Discovery Hike” youth and family programming
- Filmed and produced a promotional video for the facility as a fund development/recruitment tool

July 2011-May 2012 & August 2012 - Present | Watershed Education Network | Missoula, MT

Outreach Coordinator

- Coordinated events, stakeholder outreach, fund development, marketing, rebranding and social media outreach
- Proposed and developed full risk management plan and established internal tertiary-evaluation procedures
- Coordinated a marketing mix of traditional media, social media, publicity, community partnerships and advertising
- Auxiliary Role as a field educator for Stream Ecology courses for youth grades K-8.

April 2011-July 2011 & May 2012 - July 2012 | Georgia State University Touch The Earth Program | Atlanta, GA

Assistant Program Coordinator

- Coordinated outdoor trips and experiential learning campus outdoor recreation program
- Duties included trip logistics, expedition leadership, program marketing, inventory management, ropes course setup and facilitation, volunteer and staff coordination
- Special projects: inventory proposal, purchase and surplus; facility tour-video production; revamp of program publications

February 2007-April 2011 | Investment Planners, Inc | Quincy, IL

Client Service Manager

- Handled coordination of all branch-to-client communications, marketing, event planning and assisted in face-to-face client relationship cultivation
- Managed initiation and tracking of transactions, reporting, maintenance of appropriate licensing and continuing education requirements for investment professionals, project management and securities research
- Assisted with designing, developing and implementing client account and records access for the branch and headquarters

January 2006-February 2007 | Spaceman-X Media Productions | Quincy, IL

Sales Manager

- Responsible for acquisition of new contracts, maintenance of existing client relationships, and project management
- Sales and marketing strategy development
- Project management

November 1997-December 2005 | Regional Healthcare Organizations & Third Party Healthcare Contractors | Illinois & Missouri

Healthcare Professional

- Condensed for brevity: references, dates and details of service for each of these four entities are available upon request.
- Worked for four regional healthcare organizations in Illinois and Missouri
- Experience includes point of service medical information processing, admission coordination, document routing, service billing and medical debt collection.
- Certified Patient Account Technician (CPAT) through American Association of Healthcare Administrative Management (AAHAM)

VOLUNTEER/NON-PROFIT/COMMUNITY DEVELOPMENT

2003-Present | American Whitewater
Streamkeeper

2012 | USGS – Glacier Park Fisher DNA Study
Research Assistant

2011-2012 | “Artini” Committee – Missoula Art Museum
Planning Committee & Marketing Committee Member

2010-2011 | Cornerstone Foundation for Families
Board of Directors

2009-2011 | Chophouse Hijack
Founder

2005-2009 | Young Professionals of the Quincy Area
Board of Directors – Social Committee Chairman

2013 | Flathead Lake Biological Station – Nyak Invertebrate Study
Research Assistant

2012 | U.M. College of Forestry and Conservation | Biochar Study
Research Assistant

2005-2009 | The Big Dam Film Festival
Founder / Director

2007-2008 | Friends of The Washington Theater
Public Relations Committee Member

2006-2007 | WGEM/CGEM News
“HYPER” Correspondent for the “N.O.C.” Cable News

SKILLS

Administrative

- Volunteer Management
- Flexible Leadership Styles
- Event Coordination
- Project Management
- Fund Development
- Marketing & Outreach
- Project/Program Evaluation
- Risk Management Planning
- Strategic Planning
- Needs/Feasibility Assessment
- Focus Groups & Surveys

Media

- Copy / Press Release Writing
- Social Media (Facebook, Twitter, Wordpress, Google Suite)
- Graphic / Web Design
- Video Production
- Audio Production
- Publication Layout
- Adobe Creative Suite (advanced)
- ACT & Salesforce CRM
- IBM SPSS Statistics Platform

Outdoor

- ACA Sea Kayak Leader
- Wilderness First Aid Certification
- Backcountry leadership
- Whitewater Guiding/Instruction
- Ropes Course Setup
- Outdoor Skills Education
- Field Education Curriculum
- Leadership
- Reflection Activity Facilitation
- Outdoor Best Practices & LNT
- Staff Training

ENTREPRENEURIAL / FREELANCE

Writing

- liveoutdoors.com - Writer
- thelocalq.com - Writer
- touchtheearthonline.com - Writer
- mydeadband.com - Writer
- Montana Headwall Online - Writer

Photography

- Best in Show 2011 JWCC Photography Show
- Honorable Mention 2010 JWCC Photography Show
- Maine Art Collective Member
- Azimuth Images fine art photography (proprietor)

Entrepreneurial

- Atavism Records Recording Studio- Owner
- Atavism Media Event Planning and Design – Owner
- Quincy Hybrids Music Compilation Project – Creator

(REFERENCES AVAILABLE UPON REQUEST)