

Professional Experience

Phoenix Consulting Engineers, LTD Mahomet, Illinois

Grant Writer / Special Projects Nov 2010 - Present

ChampionChip 24/7 (part time)

Neoga, Illinois
Race Timing & Event Coordinator May 2011 - Present

Cellular One of East Central Illinois

Mattoon, Illinois
Store Coordinator Jan 2010 - Feb 2011

Cromwell Group Inc. of Illinois

Mattoon, Illinois
Local Sales Manager 2008 - Jan 2010

Consolidated Communications

Mattoon, Illinois
Marketing & Communications Coordinator 2006-2008

Lee Enterprises

Mattoon, Illinois
Marketing Consultant 2004-2005

American Red Cross (various positions 1998 -2003)

Greater Chicago Chapter, Chicago, Illinois

Career Development & Training Coordinator, Disaster Services
DSHR Administrator, State of Illinois 2000-2003

Midwest Region, Oak Brook, Illinois

Regional Specialist 1999 - 2000

Mattoon Chapter, Mattoon, Illinois

Executive Director 1998-1999

Education

Bachelor of Arts, History
Eastern Illinois University, 1996

From 1996-1998, 30 hours towards an MA, American History with a 4.0 GPA (transcripts available)
Eastern Illinois University

Additional Development Experience

Mattoon Family YMCA, former Board Member

HOPE of East Central Illinois (domestic violence program), former Board Member

Mattoon Rotary Club, past president

Williams Elementary School PTO, past vice president

One Hope United, Grant Writer / Special Events Consultant

Summary of Related Qualifications

This summary is gleaned from work in diverse fields to include experience related to the desired position.

Marketing Experience

- ▶ Collaborated with marketing team to develop strategies and advertising tactics for Consolidated Communications (CCI), generating sales and revenue in broadband, digital TV, and cellular, particularly in newly acquired territories.
- ▶ Marketing plan manager, including coordinating media campaigns involving print, radio, television, billboard, online, direct mail and public events.
- ▶ Conducted detailed analysis of CCI's Texas (specifically Katy, Conroe, and Lufkin) and Illinois markets, and generated a targeted marketing plan for specific demographics.
- ▶ At Cromwell, Cellular One, and Lee, generated and led marketing tactics to achieve aggressive sales goals.
- ▶ Positioned Phoenix Consulting Engineers (PCE) by leveraging our strengths, to win business from much larger engineering firms with vast marketing resources.

Event Management

- ▶ Participated as a consultant and/or a race timer for hundreds of races (5ks, triathlons, "mud runs" like the Warrior Dash, etc.) in 35 states and two foreign countries.
- ▶ Interfaced with key demographics during major events, gaining an understanding in how to communicate with people across all spectrums of American society and in various regions.
- ▶ Coordinated multiple events for the American Red Cross, the YMCA, the Rotary Club, HOPE of East Central Illinois, Consolidated Communications, two Vineyard Churches, and the Cromwell Group (radio stations).

Fund Raising

- ▶ Grant writer for municipal clients of Phoenix, winning hundreds of thousands of dollars from state and federal programs to fund civil engineering projects.
- ▶ Grant writer and event consultant for One Hope United, a social service agency in Illinois and Florida.
- ▶ Led the strategic planning committee for the local YMCA, resulting in a capital campaign.
- ▶ Developed an innovative and fun winter event for HOPE of East Central Illinois.
- ▶ Assisted with numerous golf outings, auctions, art sales, fund drives, and other community investment projects for local

American Red Cross Successes

- ▶ Familiar with every level of the American Red Cross culture, including local chapters, Blood Services, National Headquarters “field offices”, and National Headquarters in Washington DC.
- ▶ In a local chapter, managed all operations and staff, including recruiting and leading volunteers, improving service delivery, growing revenues through multiple revenue streams such as targeted corporate sponsorships, “major” asks, and selling health and safety services.
- ▶ With the Regional Office team, ensured corporate compliance and audit services for hundreds of Red Cross chapters in six states. Coordinated and (simply by being there) received multiple Chapter Executive Orientations, which involved training new chapter executives in all aspects of running an American Red Cross chapter, including fund development and special events.
- ▶ In the Greater Chicago Chapter, Disaster Services, was responsible for Disaster Services training and staff development in the chapter and the State of Illinois. Led and managed the Nation’s sixth largest cadre of volunteer and paid Disaster Services staff. Became proficient in dealing with the media and in effectively communicating with people of all walks of life.
- ▶ Have led many small disaster response operations, including tornados, floods, storm shelters, and apartment fires.
- ▶ Served a leadership role within a team related to staffing and training during several major Disaster Response Operations, including several hurricanes, 2001 Mississippi flooding, the 9/11 Terrorist Attacks, 2002 Tennessee Tornadoes, and 2002 Colorado Wildfires and 2002 hurricane-related flooding in Galveston, Texas where I served as a special liaison to repair relationships with the local government. In 2002, I was brought back to National Headquarters to train new staff and to participate in the post-9/11 reorganization of Disaster Services. As a volunteer, have continued supporting local operations through training, fund raising, and serving on local disaster operations.

Intangibles

- ▶ I have an “eye” for leveraging situations to the American Red Cross’ advantage from a public relations and fund development standpoint.
- ▶ On the Myers-Briggs Temperament Sorter, I am an INFP. I excel in understanding people and in communicating effectively, particularly when it comes to persuading them to action.
- ▶ I am flexible. I am outcome-focused and work extremely well independently. I enjoy producing as part of a team, particularly enjoy organizing and running events, and people enjoy following my lead.
- ▶ I work well in government and business leaders.
- ▶ I travel well and am comfortable with extended stays on the road. I live within two hours of two major airports (St. Louis and Indianapolis) and 3 hours from Midway and O’Hare.