

## Vita

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### Education

1981 Southwest Missouri State University, Springfield, MO  
Bachelor of Fine Arts, Speech & Theatre

### Professional Experience

September 1998 - September 2006	<b>National Technical Assistance Consortium for Children and Young Adults who are Deaf-Blind (NTAC)</b> Research Assistant
October 2001 - Current	<b>Assistant to the Director</b> Executive and Project Assistant
October 2001 - June 2004	<b>TRI Support Services</b> Research Assistant
February 2003 - September 2006	<b>Oregon Quality Assurance in Teaching II</b> Project Coordinator
October 2006 - September 2007	<b>DB Center</b> Project Assistant
January 2007 - September 2007	<b>Oregon Teacher Recruit and Mentoring</b> Project Coordinator
June 2007 - November 2007	<b>Korea Institute for Special Education</b> Project Coordinator
October 2007 - Current	<b>National Consortium on Deaf-Blindness/Personnel Prep</b> Project Assistant
October 2007 - Current	<b>Outcomes for Children who are Deaf-Blind after Cochlear Implantation</b> Project Assistant
October 2007 - Current	<b>Preparation for Instruction in Math and Science</b> Project Coordinator
February 2008 - Current	<b>Qigong Sensory Training Group</b>

Project Assistant/Data Coordinator

October 2008 - Current

**Helen Keller Fellows**  
Project Assistant

## Work History

September 1998 - Current

**The Teaching Research Institute** Monmouth, OR  
Assistant to the Director

Logistical manager and coordinator of activities and events for an institute funded through a variety of Local, State, Federal and National educational grants. Staff and event participant air travel. Administrative support for the Institute Director.

July 1995 - September 1998

**Away/Carlson Wagonlit Travel** Salem, OR  
Travel Counselor

Full service travel agent specializing in State of Oregon and other corporate travel, leisure, group travel and meeting planning. Responsibilities included client airline and hotel booking, problem resolution, in-house office system organization, customer accounting, office maintenance and supply ordering.

July 1991 - June 1995

**Kelly Temporary Services** Salem, and McMinnville, OR  
Branch Service Representative

Primary responsibilities included hiring of temporary staff and customer service. Supervised cannery project with three Salem site locations as project coordinator, payroll control and scheduling. McMinnville office to assume duties of staffing Spirit Mountain Casino and several large projects.

February 1990 - June 1991

**Peak Property Management, Inc.** Breckenridge, CO  
Executive Assistant, Reservationists and Maintenance Coordinator

Full service property management and vacation rental business for 60+ units, including full-package tour reservations. Coordinator of maintenance for all rental properties.

April 1987 - January 1990

**US Bank of Oregon** Monmouth, OR  
Branch Customer Service Representative

Customer Service, assist with Checking, Saving and Investment accounts. Maintained records of Safe Deposit System, and as Loan Collateral Clerk.

April 1986 - February 1987

**Executive Inn Hotel** Salem, OR

Guest Services

Front Desk Clerk and Reservationists

February 1985 - March 1986 **Vista International Hotel** Kansas City, MO  
Front Office Trainer and Supervisor

Designed and implemented Front Desk Training program for all new staff and developed a training manual.

March 1982 - February 1985 **Wooden Nickel Restaurant** Springfield, MO  
Banquet Director

Coordinated and supervised all Banquet functions including company advertising and promotions, client billing and facility material ordering.

August 1981 - February 1982 **Mid-West Incorporated** Springfield, MO  
Dinner Theatre Manager

Design and manage a 300 seat dinner theatre.

**Professional Activities/Service**

Governor's Food Drive	TRI Co-Coordinator	1999 - Current
	WOU Co-Coordinator	2005-2007, 2009
Catholic Campus Ministries	Faculty Advisor/Board	Fall 2003 - Current
WOU Sesquicentennial Celebration	Todd Hall Curator	March 2005 - Current
WOU Reference Guide Advocate	Faculty Guide	November 2007 - Current
WOU Abby's House	Board of Directors	Fall 2003 - Fall 2005