

**PROFILE**

Results oriented motivator for organizations in transition. Proficient in employee, public, and media relations. Skilled in advertising, marketing, and fundraising. Extensive track record in communications and management positions with diverse organizations. Proven ability to create positive environments for building consensus and cultivating relationships. Interested in organizational challenges, research, problem solving, profitability, and teamwork. Career includes energy, government, hospitality, healthcare, arts, nonprofit, and self-employment.

**STRENGTHS**

Managing / Supervising	Strategic Planning	Creative / Grant Writing	Critical / Creative Thinking
Budgeting / Auditing	Special Event Planning	Marketing / Outreach	Curating Exhibitions

**EDUCATION**

BA, Journalism	Duquesne University	Pittsburgh, PA	<i>cum laude</i>
----------------	---------------------	----------------	------------------

**EXPERIENCE**

<b>President</b> (own company)	Aiken, SC	2014 - Present
--------------------------------	-----------	----------------

Prosper Consulting, an LLC providing communications and logistics support to clients in growth or transition

- Founded and now operate a strategic consulting service for nonprofit organizations and for-profit companies
- Guide area businesses in meeting internal and external objectives (client examples: prosperconsulting.net)
- Turned around and made successful a human services nonprofit that had weak performance for 20 years

<b>Executive Director</b>	Aiken, SC	8 years
---------------------------	-----------	---------

Hitchcock Woods Foundation, a nonprofit owning and managing a 2,100 acre urban forest open to the public

- Hired as the first executive director of an organization that was then 66 years old; Re-staffed field positions
- Earned one national, two statewide, and one local award during tenure, including SC “Angel Nonprofit”
- Reported to a board of trustees (as many as 27); Worked with 15 committees; Managed a staff of four
- Structured and organized the organization’s first-ever public office; Promoted the organization’s history
- Increased the donor base by 266% in three years, from 405 donors to 1,077
- Managed an annual operating budget of \$500,000 (raised annually); Earned excellent rating in audits
- Created and implemented membership and business partnership programs; Secured sponsors for events
- Initiated an education program with six annual publications and two websites; Conducted public speaking
- Helped raise – and then administered – \$2.6 million for capital projects in a four year period

<b>President</b> (own company)	Aiken, SC	5 years
--------------------------------	-----------	---------

Articulate, Ltd., an S corporation with two divisions: business communications services and retail art sales

1. DBA “Strategic Communications,” offering the development and implementation of communication programs
  - Produced executive reports and presentations
  - Researched and prepared multi-year strategic plans
  - Wrote creative copy for advertising and marketing agency clients
  - Wrote grant proposals and support materials submitted to foundations and corporate giving programs
2. DBA “Rabold Gallery,” curating exhibitions and selling original artwork by 35 artists from the Southeast

<b>Executive Director</b>	Aiken, SC	1 year
---------------------------	-----------	--------

Aiken Center for the Arts, a nonprofit offering art exhibits, classes, and programs; and community events

- Reported to a 20 member board of directors; Managed a staff of five
- Re-staffed, placing new personnel in existing and created positions
- Diversified revenues, balancing the budget in one year, following years of deficit budgets
- Increased membership base by 563% in one year, from 81 members to 480
- Curated exhibitions; Introduced racial and cultural diversity to visual and performing arts presentations
- Implemented board development initiatives and community partnerships
- Initiated “case statement” for the board’s proposal to the City of Aiken, resulting in a \$250,000 grant

**EXPERIENCE** (continued)

**Three positions** (promotions, in reverse chronology)      Aiken, SC      9 years

Westinghouse Savannah River Company, a federal contractor managing Savannah River Site for the U.S. DOE

**Technology Assessment Specialist**

- Managed market assessment of three technology portfolios (40 patented inventions)
- Identified, researched, and pursued potential corporate partners
- Designed and managed company's first technology brokering contract

**Marketing & Economic Development Communications Associate**

- Coordinated development and implementation of image building and public awareness plan, including website, marketing literature, industry advertising, trade press relations, and trade show participation
- Served as publicity chairman for a robotics industry conference, generating the highest number of technical papers presented and the highest foreign country representation in the history of the event
- Managed trade press relations; Ghost-wrote and edited technical articles for placement in trade journals; Achieved three cover stories and several attributed articles
- Wrote and produced multimedia presentations for diverse audiences, including 800 scientists and engineers; local business leaders; local, state, and federal officials; and managers at DOE Headquarters

**Human Resources Representative**

- Managed employee communications for the reactor division (3,000 employees)
- Co-authored workforce restructuring plan for managing the termination of 2,600 positions companywide
- Co-led company level initiative to increase span of management

**Three positions**, (promotions, in reverse chronology)      Pittsburgh, PA      4 years

Duquesne Light Company, an electric utility serving more than 500,000 customers in western Pennsylvania

**Employee Publications Editor**

- Revised format, design, and editorial policy of the utility's original monthly magazine on business news
- Created format, design, and editorial policy for a new monthly magazine on employee news
- Wrote, edited, and produced both publications

**Advertising Liaison**

- Oversaw production of television and radio commercials; art-directed commercial photography and videos
- Served as liaison between marketing and economic development staffs and communications contractors
- Developed design and editorial policy for inserts to company's 500,000 monthly residential customer bills

**Marketing Projects Writer**

- Assembled and monitored implementation of company's marketing and economic development action plans

**Public Relations Director**

Gibsonia, PA      1 year

St. Barnabas, Inc., a nonprofit medical center, retirement village, home health services, and nursing home

- Wrote news releases and managed media relations
- Produced two quarterly employee newsletters and a bimonthly fundraising publication
- Developed advertising, direct mail, marketing literature, fundraising programs, and community events

**COMMUNITY INVOLVEMENT**

- Greater Aiken Chamber of Commerce, Blue Ribbon Panel for "Aiken's Next Big Ideas," Facilitator & Author
- Greater Aiken Integrated Trails Foundation, Board of Directors, Executive Committee
- Aiken Chamber of Commerce, Equine Support Council, Aiken Horse Park Committee
- Rotary Club of Aiken, Chairman of Membership Committee
- Helping Hands of Aiken, Board of Directors, Chairman of Capital Committee
- Aiken Arts Commission, Chairman
- Leadership Aiken County, Board of Directors
- Aiken After Hours, Founder and Coordinator