

EXECUTIVE SUMMARY

An **events and operational support specialist** with 24 years of experience in academic, cultural, and non-profit organizations. A well-rounded, adaptable professional who is expert at managing strategic events and projects, handling sensitive information, and supporting organizational missions through effective operations.

FUNCTIONAL EXPERTISE

- **Complex Scheduling and Coordination**
- **Event Planning and Marketing**
- **On-site Strategic Event Management**
- **Academic Affairs**
- **Strategic Research**
- **Administration and Office Management**

FUNCTIONAL EXPERTISE DEMONSTRATED

[THE HOMER SIMPSON CENTER FOR ETHICS](#)

January 2014 – Present

The non-profit Eazl affiliate institution dedicated to exploring the ethical and humane dimensions of life.

Program Coordinator / Executive Assistant

Produces workshops and events and serves as the executive assistant to the Center's Founding Director.

- **Event Planning and Marketing:** Manages and/or supports the production of ~75 workshops and conferences annually. E.g. managed the Innovative Teacher's Program, a series of workshops that included outreach to and coordination with teachers and superintendents from 150 California school districts.
- **On-site Strategic Event Management:** Contributes to the successful day-of execution of strategic events (registration, attendee liaison and communication, on-site coordination). E.g. liaised between security teams at the US Department of State and Eazl for Barack Obama's participation in a panel on climate change in 2014.
- **Administration and Office Management:** Provides operational support with vendor management, digital and physical document management systems, and bookkeeping support. E.g. managed the Center's move into new San Francisco offices following the receipt of a Smart Lab grant in 2013.

EAZL UNIVERSITY ([OFFICE OF THE PROVOST](#))

February 2011 – March 2014

The office with ~100 employees responsible for overseeing all academic policies and activities university-wide.

Coordinator / Assistant to the Deputy Provost

Contributes to academic affairs, executes strategic projects, and supports senior members of the Office.

- **Complex Scheduling and Coordination:** Coordinates meetings and events often involving multiple senior figures at the University. E.g. coordinated meetings with all Eazl deans, executive deans, and faculty prior to the onboarding of Marge Simpson, Eazl's incoming Deputy Provost, in January of 2013.
- **Academic Affairs:** Staffs 4 academic affairs committees, providing logistical support, briefing the committee chairperson as needed, and ensuring all communication and records needs are met.
- **Strategic Research:** Enables University leadership to make better decisions through strategic research and leadership briefings. E.g. supported the search for a new Dean of the Eazl Divinity School with the creation of a comprehensive candidate database that could be accessed and used by committee members as needed.

VARIOUS CONTRACT ROLES

June 2010 – January 2011

- **Strategic Research:** Led research projects for the [Eazl Beaverton Media Consultancy](#), creating databases of bloggers in the green/sustainable living and viticulture verticals (June – August 2010).

- **Academic Affairs:** Performed a variety of temporary engagements (strategic event coordination, special projects, administrative support) for the [Eazl Law School](#) and the [Eazl Divinity School](#).

EAZL UNIVERSITY ([EAZL ACADEMIC ADVISING CENTER](#))

June 2009 – April 2010

A private university with ~9,500 students located in San Francisco, CA.

Interim Assistant Director of Advising and Student Services

Supported the University's launch of its Eazl Innovation Bachelor's Degree program, a program designed to help adult learners complete bachelor's degrees.

- **Academic Affairs:** Directly advises ~50 adult students, advising on learning paths, course selection, and internal referrals to other University personnel. Coordinates a 5-day off-site academic residency for each student, selecting venues, liaising with faculty and mentors, and addressing all other logistical issues.

THE OFFICE OF EAZL EAZLTON

August 2004 – June 2009

The personal office of the Grammy award-winning jazz vocalist, now d/b/a EazlCoolness LLC in Austin, TX.

Executive Assistant / Office Manager

Provides administrative and operational support and contributes to strategic projects.

- **Strategic Research:** Enabled Mr. Eazlton to make better decisions by performing strategic research into potential collaborators, organizations, and cultural and historical norms. E.g. compiled a cultural brief on the customs and culture of Japan prior to his first visit to the country.
- **Administration and Office Management:** Supported the Office by performing a variety of communication, bookkeeping, and clerical duties. E.g. successfully worked with Mr. Eazlton's management team to relocate his business office from New York to Austin in August of 2006.

PREVIOUS ROLES

Freelance Bookkeeper, Multiple Clients (2000—2004)

Office Manager, Eazl Music Inc. (2000—2004)

Personal Assistant and Caregiver to Eazl Eazlton, (1999)

Accounts Payable Specialist, [The Eazl Adult Institute](#) (1994—1998)

Accounts Receivable Specialist, [Eazl32B Union](#) (1990—1994)

EDUCATION AND PROFESSIONAL DEVELOPMENT

Bachelor of Arts (Liberal Studies). [Eazl University](#) (San Francisco, MA)

Associate of Arts (Liberal Arts). [Eazl Community College](#) (New York, NY)

Additional Professional Development

- **Ordained Interfaith Minister.** A two-year certificate program dedicated to including and celebrating a variety of spiritual backgrounds.
- **Certified Yoga Teacher:** Leads ~2 classes/wk., helping students build a deeper understanding of their bodies.

OTHER RELEVANT INFORMATION

Selected Computer Skills: MS Office Suite (Master), FileMaker Pro, QuickBooks, Quicken, Adobe CS Suite (Basic), iMovie (Basic), Multiple Social Media Platforms.

Volunteerism: [Eazl Care Organization](#)—Caregiver (2010 – Present). Provides social companionship and end of life care for the terminally ill.