

PROFESSIONAL EXPERIENCE

**Massachusetts Commission for the Deaf and Hard of Hearing  
Project Coordinator**

**Boston, MA  
7 /06 – Present**

Ongoing consultation, planning, organizing and evaluating MCDHH functions with respect to the provision and improvement of services for Deaf and hard of hearing individuals statewide. Pursues needs assessment and establishes priorities, interfaces with all programs, recommends and facilitates networking of agencies in particular the Departments of Elementary & Secondary Education, Mental Health, Children & Families, Developmental Services and the Massachusetts Rehabilitation Commission; represents MCDHH on statewide committees and consults with outside agencies.

**MicroEdge, Inc.  
GIFTS Product Specialist**

**New York, NY  
8/05 – 4/06**

Conducted on-site training and implementation for foundation and corporate clients, planned and performed consulting services and customized training for client data entry and reporting processes; clients included CSX, Genzyme, US Cellular, Dallas Women's Foundation, and the Entertainment Industry Foundation.

**Philanthropic Advisors, LLC  
Grants Administrator**

**Boston, MA  
4/01 – 12/02**

Managed comprehensive grants process for a family foundation client base through intake, processing and post-award administration; served as key resource on legal and technical aspects of grantmaking. Prepared grantmaking analysis for advisors and clients to facilitate strategic planning and grant evaluation. Designed and administered systems for grantee reports, payments, and budget monitoring. Developed and maintained websites, provided department-wide software training and support.

**Barr Foundation  
Grants Manager**

**Boston, MA  
2/00 – 4/01**

Developed grants management and fiscal reporting system processes for family foundation with \$1,000,000,000 in assets; coordinated bi-weekly payment schedule with finance office; facilitated foundation and community support budget planning; maintained grants database and files. Designed training program and procedures manual for foundation staff; provided software training and support.

**Massachusetts Behavioral Health Partnership  
Administrative Assistant, Clinical Operations  
Executive Assistant to the Chief Executive Officer**

**Boston, MA  
4/97 – 2/00  
4/96 – 4/97**

Project management and administrative support during managed health care company start-up and implementation for statewide Medicaid contract covering over 450,000 members. Developed collaborative relationships with consumer groups, trade organizations, and state agencies.

- Developed partnership between company and YMCA/Training, Inc.; company awarded *Employer of the Year Award*.
- Team member, performance standard teams.
- NCQA & URAC accreditation preparation, including performance compliance documentation and workplan management.

**Center for Psychiatric Rehabilitation  
Administrative Services Manager**

**Boston, MA  
9/85 – 4/96**

Managed development, public relations, and human resource administration, proposal development and budget preparation for a research and training center in mental health with \$2,000,000 in federal grant and contract awards.

- Co-directed *Training for the Future*, a vocational computer training project for individuals with psychiatric disabilities: coordinated project implementation including instructor and student recruitment, curriculum development, and major gifts campaign.

- Scheduled planning and production of all grants, contracts and re-application process.
- Managed foundation solicitations, annual campaign, and gift accounting records; published annual report.
- Facilitated and planned national Advisory Council and Consumer Research Advisory Group meetings, national conferences, and training workshops.
- Recruited, hired, trained and directed administrative staff; directed information and allocate resources across projects and departments.

#### CONSULTING

##### **Grants Management Consultant** **12/02 – Present**

Provide project and technical support for Gifts database maintenance and implementation; provide resources and technical assistance on overall grants management practices.

The Medical Foundation	State Street Corporation
Boston Globe Foundation	Blue Cross/Blue Shield of Massachusetts Foundation
Hyams Foundation	Trefler Foundation

##### **Massachusetts Commission for the Deaf and Hard of Hearing** **11/04 – 8/05**

Special Projects Coordinator

##### **Boston University School of Education** **5/04 – 8/05**

Project Coordinator, Special Education Summer Institutes  
Grant Development Consultant, Center for Communication & Deafness

<b>Brain Science Foundation</b>	<b>1/03 – 8/05</b>
<b>Center for Research &amp; Training, The Learning Center for the Deaf</b>	<b>12/02 – 8/05</b>
<b>Center for Social Development &amp; Education, University of Massachusetts</b>	<b>3/01 – 8/04</b>
<b>DEAF, INC.</b>	<b>1993 – 2000</b>

#### EDUCATION & SKILLS

M.Ed., Deaf Education	September 2004	Boston University	Boston, MA
B.S., Special Education	May 1982	Boston University	Boston, MA

Fluent in American Sign Language.

#### PROFESSIONAL MEMBERSHIPS

Grants Managers Network	2002 – Present
National Association of the Deaf	1982 – Present
Massachusetts State Association of the Deaf	1982 – Present