

## **Education**

### ***Master of Science in management***

New England College, Henniker, NH, 2009, summa cum laude

### ***Bachelor of Arts in linguistics (honors program)***

University of New Hampshire, Durham, NH, 1990, summa cum laude, Class Marshall, College of Liberal Arts

## **Academic Experience**

### **Peter T. Paul College of Business & Economics, University of New Hampshire, Durham, NH**

*Lecturer, 8/2022 - present*

- Plan, develop, and execute undergraduate courses in business ethics, human resource management, and organizational behavior.
- Serve as co-advisor to the Alpha Kappa Psi coed professional business fraternity.

### **Colby-Sawyer College, Business Administration Department, New London, NH**

*Assistant Professor, Academic Advisor, and Faculty Mentor, 8/2017 - present*

- Planned, developed, and executed undergraduate in-person, online, and remote courses in business ethics, business law, human resource management, organizational behavior, management principles, conflict resolution, labor relations, and marketing principles.
- Advised students on their course and internship selections to align with their career goals; served as their primary contact for academic, residential life, citizenship education, and career planning experiences.
- Guided and supported student athletes with their academic, athletic, and career goals as a faculty mentor.

### **University System of NH, Granite State College, and Springfield College**

*Adjunct Faculty, 11/2012 - 8/2018*

- Built and executed customized professional development trainings for the University System of New Hampshire and their private business clients: employment law, business ethics, organizational communication, conflict resolution, teamwork, performance evaluation and management, and leadership.
- Planned, developed, delivered, and evaluated curricula for in-person and online undergraduate and graduate courses in business ethics, public policy, human resource management, organizational development, organizational change, and leadership for Granite State College (GSC) and Springfield College.
- Beta tested new learning management software as assigned by the GSC provost and Springfield College dean.

## **Relevant Professional Experience**

### **New Hampshire Judicial Branch, Administrative Office of the Courts, Concord, NH**

*Human Resources Manager, 6/2015 - 8/2017; Interim Human Resources Manager 9/2014 - 6/2015*

- Managed human resource functions to support employee life cycle: recruitment and selection, onboarding, employee engagement and retention, performance management, training and development, total compensation administration, labor relations, job and compensation analysis, and supervision of HR team.
- Served as lead investigator and trainer of Judicial Branch's sexual harassment and anti-discrimination policy.
- Facilitated compliance with employment laws, regulations, policies, union contracts, and personnel rules.

## **Relevant Professional Experience** (continued from page 1)

*Human Resources Generalist, 5/2007 - 7/2009 (recruited by NH Retirement System as Director of Administration)*

- Advised managers on performance management, employee relations, labor relations, and coaching.
- Performed investigations and trainings of Judicial Branch's sexual harassment and anti-discrimination policy.
- Developed, implemented, and evaluated employee training and management development training for supervisors and administrators as a faculty member of the NH Judicial Branch Education Department.
- Created, authored, published, and disseminated the Judicial Branch's first online employee newsletter.

### **New Hampshire Coalition Against Domestic & Sexual Violence, Concord, NH**

*Executive Director, 1/2012 - 12/2012 (opportunity to guide a local nonprofit organization through transition)*

- Led all business operations of a 501(c)(3) nonprofit organization through its first reorganization since its inception: human resource management, organizational development and change, employee relations, budgeting, payroll and benefits administration, board governance, regulatory compliance, grant writing and execution, facilities and IT infrastructure management, public affairs, government relations, and public policy.
- Cultivated and maintained corporate and private support through various development initiatives.
- Active member of multiple statewide taskforces, boards, and committees to lead efforts in strengthening domestic and sexual assault-related governance, public policy, education, and criminal justice responses.

### **New Hampshire Retirement System, Concord, NH**

*Interim Executive Director, 1/2011 - 1/2012 (appointed by Board of Trustees to temporary, interim position)*

- Spearheaded New Hampshire's \$6 billion public pension fund during unprecedented time of national and public pension reform, upholding fiduciary duties with respect and poise while addressing conflicting interests and competing priorities among multiple stakeholders.
- Ensured legal and regulatory compliance through ethical decision making that affected 50,000+ public employees and retirees, the state's taxpayers, government officials, and other multiple interested parties.
- Oversaw and guided human resource management, budgeting, finance, investor relations, board governance, regulatory compliance, public policy, member services, information technology, and facilities administration.
- Prepared, delivered, and published testimony for trustees and for state and national public policy officials.

*Director of Administration, 7/2009 - 1/2011 (promoted to Interim Executive Director in 1/2011)*

- Managed all human resource functions: recruitment and selection, employee and labor relations, performance management, workforce training and development, and total compensation administration.
- Oversaw information technology and facilities operations including personnel, vendors, and contracts.
- Directed the execution of communications, public relations, and education and outreach initiatives.
- Supervised multiple teams: HR, Public Relations, Information Technology, and Administrative Support.

*Public Information Officer, 5/2005 - 5/2007 and 6/1994 - 2/2000*

- Pioneered and headed the organization's first formal management team and human resources business unit.
- Constructed and executed multiple internal and external strategic communications, education and outreach initiatives as the organization's primary spokesperson in all public, business, government, and media forums.
- Prepared and delivered testimony to public policy officials, lawmakers, and key decision makers.

### **New Hampshire Executive Branch, Division of Personnel, Concord, NH**

*Deputy Director, 5/2014 - 9/2014 (appointed as successor for retiring Judicial Branch HR manager in fall 2014)*

- Served as ombudsman for 11,000+ employees of all levels who were experiencing workplace conflicts.
- Administered medical, dental, disability, and other benefits for employees and their dependents including eligibility determination, enrollments, terminations, benefits education, and vendor management.
- Facilitated compliance with employment laws, regulations, policies, union contracts, and personnel rules.

## **Relevant Professional Experience** (continued from page 2)

*Associate Professor, Bureau of Education & Training, 11/2012 - 4/2014 (promoted to Deputy Director, Personnel)*

- Entrusted to run the nationally accredited Certified Public Manager® program, Certified Public Supervisor program, and Human Resource Management (HRM) certificate program offered by State of New Hampshire.
- Constructed, delivered, and evaluated course curricula for program and open enrollment classes in employment law, ethical decision making, human resource management, employee relations, employee engagement and retention, performance management, organizational behavior and development, leadership, continuous process improvement, conflict resolution, and business communications.

## **Achievements and Community Service**

- Advisor, Human Resource Association, Peter. T. Paul College of Business & Economics, University of New Hampshire, present
- Co-advisor, Alpha Kappa Psi Professional Business Fraternity, Peter T. Paul College of Business & Economics, University of New Hampshire, 2022 to present
- Recipient of the Jack Jensen Award for Excellence in Teaching award, Colby-Sawyer College, 2022
- Faculty Mentor, Colby-Sawyer College, Equestrian Team and Women's Soccer Team, 2021 to 2022
- Advisor, Women's BOLD Leadership Program, Colby-Sawyer College, 2020 to 2022
- HR consultant for private businesses in NH, Summer 2018 to present
- Society for Human Resource Managers, member, 2014 to present
- Volunteer, Kearsarge Food Hub, Bradford, NH, 2021 to 2022
- Student Government Association, Colby-Sawyer College, Advisor, September 2018 to 2021
- Enactus (Leadership) Club, Colby-Sawyer College, Advisor, January 2018 to Summer 2019
- Kearsarge Regional High School, Parent Advisory Council, council member, 2011 to 2016
- Governor's Commission on Domestic & Sexual Violence, committee member, 2012