

EXPERIENCE

DESERT RESEARCH INSTITUTE**Senior Executive Assistant to the President**

January 2015 to Present

Enable the President to work most effectively with internal and external stakeholders and fulfill his commitments to DRI partners, donors, and the DRI Foundation. Preparation for and facilitation of critical path President meetings. Coordination/orchestration of projects or commitments directly involving the President and his direct reports. Independent leadership of special President-initiated projects, ranging from written products to be authored by the President to convening thought leaders on various topics. Proactive identification of issues that could impact the successful execution of the President's commitments.

SYRACUSE UNIVERSITY, ISCHOOL**Director of Administrative Operations, Office of the Dean**

February 2007 – January 2015

I ensured our internal administrative departments worked in concert, providing services that furthered iSchool objectives, and were in compliance with University rules and regulations. I also worked closely with the other senior leadership in developing and implementing operational and organizational plans to manage growth and provide the best possible administrative services to our programmatic mission.

BOND, SCHOENECK & KING PLLC**IT Specialist**

August 2000 – February 2007

Was an active part of the IT team that supported and maintained the LAN, WAN and communication solutions throughout the firm. I managed hardware and software solutions (Windows workstations, Windows servers, AD, databases, printers, network equipment etc.).

Provided technical support for the installation, configuration and maintenance of all firm-owned client and server equipment and associated software.

EDUCATION

SYRACUSE UNIVERSITY

B.S. Information Management & Technology
Graduate work in Information Management