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Objective: Creative executive with extensive experience in organizational marketing, public relations strategies, and governmental communication seeks challenging position that benefits from combined skill set in the Houston area

Experience

Executive Director

Greens Bayou Corridor Coalition 2009 – Present
Economic Development and Parks/Trails Development along a 48 miles strip of Houston. The area stretches from Hwy 290 to the Houston Ship Channel.

Executive Director

Silsbee Economic Development Corporation 2005 – 2009
Silsbee, TX
Responsibilities include developing and maintaining relationships with local, state, and federal elected officials; developing marketing strategies to attract businesses to Silsbee; developing relationships with major local industrial employers in order retain those employers; facilitating strategic planning for the city with various organizations of interest; working collaboratively with other cities and counties to create a message of strength for the region; developing relationships with the media in order to manage the message of the organization; managing the organization's website; administering incentives to businesses locating or expanding in Silsbee; monitoring the progress of incentivized contracts to ensure compliance; speaking to various groups concerning progress within the city

Key Accomplishments

- Working collaboratively with seven school districts to create the Pineywoods Workforce Academy, which allows students to access training for future jobs in the industrial fields
- Through Business Retention and Expansion program, successfully retained major employer and helped it expand through a packaged incentive that included private industry, county, and state incentives
- Working collaboratively with key local leaders to attract a satellite campus of Lamar Institute of Technology
- Created, marketed, and administered a mixed – use incubator for minorities who are trying to start a business
- Worked with a local investor to convert empty Wal-Mart building into Southeast Texas Career Institute
- Worked to ensure that various areas within the City benefited from business attraction measures
- Planned and implemented the City's first Business Expo

Executive Director

2001-2005

Southeast Texas Arts Council,

Beaumont, TX

Responsibilities include identifying promotional strategies for member organizations’ events and Southeast Texas Arts Council; securing approximately \$400,000 in funds from grants, corporate donations, individual contributions, and membership recruitment; administering a Financial Assistance Program that disseminates approximately \$250,000 annually to arts organizations within three counties; oversee accounting procedures for SETAC; implementing at least four events a year in each major city SETAC serves; facilitating committee meeting with community members to ensure success of city-wide events; making presentations to government entities and interest groups; hiring, training, and supervising three employee team; developing policies and procedures for office personnel and financial procedures; presenting workshops to local organizations; preparing annual budget; serving on committees and boards within the community; organizing city wide events; making recommendations to the Board of Directors on policy changes; implementing policies developed by a Board of Directors

Key Accomplishments:

- Conceptualized and implemented an award-winning magazine, *Off Ramp*, to augment the organization’s promotional facet for member organizations
- Created, Planned, and Implemented *Beaumont Blues Festival, Art in the Park, Winter Wonderland, and Artrain USA*
- Spoke on a panel with the Attorney General’s Office concerning Hotel Occupancy Taxes at the Texas Commission on the Arts biannual conference
- Increased and diversified funding through aggressively pursuing grant writing, corporate contribution development, government contracts, and membership recruitment.
- Received appointment as Texas State Captain during Arts Advocacy Day in Washington, D.C in March 2003.

Previous Employment

Program Director	Performing and Visual Arts Council	1996 – 2001
Travel Agent	International Tours	1991-1996
Manager	Royal Optical	1989-1991

Committee/Boards Board of Director, Better Business Bureau; Board of Director, Lamar Institute of Technology Foundation; City of Silsbee Mayor; Silsbee Team City; Silsbee Little Theatre (Secretary), Area Agency on Aging; Texas State Captain for Arts Advocacy Day, Washington D.C; Texas Historic Commission’s Forest Trail Committee; Texans For The Arts (President); Texas Commission on the Arts’ Community Arts Grant Review Panel; Southeast Texas Regional Grants Committee, Advisory Council Lamar University, President, Kiwanis; Steering Committee, Southeast Texas Workforce Alliance; Board of Director, Regional Economic Development Initiative

Club Associations

Current: Kiwanis, Silsbee Woman's Club, Silsbee Little Theatre, PVAC

Past: Golden Triangle Hotel Motel Association

Awards Silver Addy (Off Ramp), Sheila A. Fox Award (Off Ramp), Excellence in Media from Southeast Texas Press Club (American Pride invitation), Excellence in Media from Southeast Texas Press Club (Off Ramp), Kiwanian of the Year

Software Knowledge Quickbooks, Microsoft Office, Front Page, Microsoft Outlook, Bookkeeper

Education

Lamar University, Beaumont, TX

BA History

Summa Cum Laude (3.894 GPA)

Burkeville High School, Burkeville, TX

Valedictorian

References Available on Request