

JSC Box #677  
337 College Hill  
Johnson, VT 05656-9464

802-635-1566

## Education

- Johnson State College, Johnson, VT. Majoring in Environmental Science with a concentration in Natural Resources. Expected Graduation: December 2003.
- Community College of Vermont, Burlington, VT. Received an Associates Degree in Liberal Studies: 1999–2001.

## Work Experience

Burton Snowboards, Burlington, VT September – December 2002  
*Retail Sales.* Responsible for learning all features about the 2003 Burton product line. Worked in a team atmosphere and was accountable for personal sales goals. Worked directly with customers on every snowboard-related product.

Burton Snowboards, Burlington, VT June – August 2002  
*Marketing Intern.* Assisted website designers for <http://burton.com>; assisted staff on team photo shoot in Mammoth, California; worked on preliminary sketches for the 2004 catalog; designed spreadsheets in Microsoft Excel for 2004 dealer catalogs.

Burton Snowboards, Burlington, VT October 2001 – April 2002  
*Human Resources Intern.* Responsible for planning and executing various projects independently and in a team atmosphere, including an online employee yearbook, online employee newsletter, and recognition program. Responsible for data entry of all resume flow, applicant tracking, and provided support for the human resources department.

New England Culinary Institute, Essex, VT October 1999 – June 2001  
*Waiter.* Hired as a member of the wait staff and subsequently promoted to bartender. Encouraged customer satisfaction through personal interaction.

Merck Forest & Farmland Center, Rupert, VT June – August 2000  
*Summer Trails Crew Leader.* Identified problem areas on trails, recruited and coordinated volunteer groups to help with projects, supervised work and worked independently on projects. Supervised 2000 hours of volunteer activities worked with individuals of all ages and received credits through Community College of Vermont.

## **Honors**

- Student representative for Burlington Campus of the Community College of Vermont at the Student Leadership Conference held in Bolton Valley, VT; May 2000.
- Recipient of the Peabody Trail Maintenance Award from Appalachian Mountain Club September 2000.

## **Volunteer Work**

- Participant in the Adopt-A-Trail Program of the Appalachian Mountain Club, Crawford, NH May 2000–present.
- Participant in mentoring program through the Howard Center for Human Services, Burlington, VT May 2002–present.

## **Special Skills**

- Proficient in the use of Microsoft Excel, Microsoft Word, Microsoft PowerPoint, HTML web design, ArcGIS
- First Aid/CPR Certified

## **Hobbies and Personal Interests**

- Snowboarding
- Hiking
- Kayaking
- Sailing
- Mountain biking
- Travel