

## EDUCATION

### **Master of Business Administration**

*Carson Newman University* 2015

### **Master of Environmental Policy and Management**

*American Public University* 2008

### **Bachelor of Fine Arts, Cum Laude**

*Austin Peay State University* 2005

## COMMUNITY LEADERSHIP

### **Volunteer Tennessee, Board**

2016-2018

*Governor Appointed, Board Member*

*National Service Representative*

### **Board of Environmental Appeals**

*City of Knoxville*

2018-2021

*Mayor Appointed Board Member*

*Community Representative*

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## PROFESSIONAL EXPERIENCE

### **CAC AmeriCorps Program Director**

*Knoxville – Knox County Community Action Committee (CAC)*

**2015-Present**

*Knoxville, TN*

- Secured and administered approximately \$1,540,000 in AmeriCorps State Formula and VISTA resources, leveraging \$1,100,000 (71%) in non-federal cash partner match for, 133 AmeriCorps State/National and VISTA members contributing 225,000 hours of service over a 3-year period, representing a 16% increase in funding while maintaining 100% recruitment and 91.75% retention averages.
- Provide direct oversight to two (2) professional staff, one (1) AmeriCorps VISTA Leader and indirect oversight and accountability for up to 49 Americorps members at 34 different partner sites working in a broad range of environmental and social service topical areas assuring compliance with two (2) sets of federal performance measures.
- Supported one (1) monitoring visit and three (3) desk reviews of program performance identifying continuous improvements in area such as outcome measurement, and human resource standards.

- Appointed to the Board of Directors of Volunteer Tennessee by Governor Bill Haslam as the representative for national service programs for 2016-2018, supporting 'Day On The Hill' Initiative educating state legislators on AmeriCorps programs along with supporting the Governor's Annual Conference on Volunteerism & Service Learning.
- Assured all Periodic Expense Reports, Financial Statement Reports and Progress Reports to the state were composed and submitted in a timely manner.
- Highlights of CAC AmeriCorps' impacts for the 2015-2016 service year include the treatment and improvement of 692 acres of public lands, 51 miles of trail and waterways, providing emergency food distribution services to 580 individuals, diverting nearly 700 tons of material from the landfill, providing environmental education to 5,111 community members and leveraging 5,572 community volunteers contributing 7,530 volunteer hours, or approximately \$173,717 in in-kind support, to Knox, Blount, Anderson and Sevier Counties.

### **Stormwater Coordinator**

*Town of Farragut, TN*

**2008-2015**

*Farragut, TN*

- Coordinate all aspects of NPDES Phase II Municipal Stormwater Permit including permit application, administration, records maintenance and reporting to regulatory authorities including the Tennessee Department of Environment and Conservation (TDEC).
- Lead all enforcement efforts related to water quality regulations including inspection, issuance of Notice of Violations and assessment of Civil Penalties.
- Secure additional program/project funding through grant writing & administration of 319(h) Non-Point Source Pollution Grants, TWRA Riparian Tree Planting Grants
- Maintain website and social networking as it pertains to Engineering & Stormwater programs.
- Hire, train & direct one (1) full-time AmeriCorps Service Member and oversight of 3<sup>rd</sup> party monitoring contractor as well as Town Staff associated with NPDES implementation.
- Serve as staff representative to a broad range of state, local, federal, and community partners including elected officials.
- Work with statewide partners in 2013, 2014 and 2015 to implement the Tennessee Stormwater Association's annual conference as well as East Tennessee Development Symposium with attendance over 400.
- Critical contributor to Rainy Day Brush-Off Artistic Rain Barrel Competition between 2009 and 2012 resulting in the creation of over 90 unique artistic rain

barrels and the distribution of over 2,500 non-artistic barrels throughout the region. This program received the Governor's Environmental Stewardship Award in 2010 and was the subject of an internationally attended EPA webinar in 2012.

- Generated over \$450,000 in support for the Town of Farragut's Outdoor Classroom & Water Quality Demonstrate site through grant writing and social advocacy.
- Facilitated outdoor classroom projects ranging from bench & planter construction to rain garden installation and urban agriculture projects.
- Raised nearly \$10,000 in funding through crowd sourcing and non-traditional fundraising avenues. (Kickstarter.com, photo competitions, etc.)
- Administered a budget of over \$400,000 for 3 years as the Treasurer of the Tennessee Stormwater Association.
- Revised stormwater ordinance to conform to changing environmental standards in partnership with Town Engineering & Community Development staff.
- Provided plans review for green infrastructure components during site development application and review process.

### **Environmental Science Intern**

**2007-2008**

*St Johns River Water Management District*

*Palatka, FL*

- Provided integration of district's aerial photography collection into Geographic Information System (GIS) through georeferencing using ESRI products.
- Supported freshwater withdrawal study to determine existing environmental impacts and long-term economic feasibility as an alternative to desalinization.
- Performed analysis of Pumpkin Hill Creek Preserve State Park's facilities for ADA compliance including ramps, trails and administrative structures.

### **AmeriCorps OPS Ranger**

**2007**

*Florida State Parks, AmeriCorps*

*Jacksonville, FL*

- Collected data points for GIS Analysis related to pitcher plant populations at Pumpkin Hill Preserve as well as Gopher Tortoise borrows throughout the Talbot Island State Parks system.
- Conducted chainsaw operations in support of Hurricane Recovery efforts in central Florida and provided leadership to a 4-person team conducting depression marsh thinning operations.
- Designed and installed interpretive signage for public safety and education.

**Corps Member & Team Leader****2006***AmeriCorps\*NCCC**Perry Point, MD*

- Managed eleven (11) person residential national service team facilitating work between Wells National Estuarine Research Reserve (NERR), Kennebunk Land Trust & Mount Agamenticus Conservation Region in coastal Maine.
- Performed a broad range of natural resource management operations including prescribed fire operations, invasive species removal, trail and bridge building and maintenance.
- Performed a broad range of disaster recovery operations including demolition, roofing, hanging drywall, painting and conducting FEMA needs assessments with impacted residents.
- Served as member of Gulf Liaison Team in Louisiana to support communications between NCCC Federal Staff and on-the-ground service teams performing disaster recovery operations.

**TECHNICAL PROFICIENCIES**

Microsoft Word, Outlook, Excel, Publisher

Adobe Photoshop, Premier Pro, InDesign

Wordpress Content Management System, HTML

Canon SLR System