

Checklist, various indirect rating scales, various preference assessments under the direct supervision of a BCBA.

- *Skills Groups*: Develop and implement social skills training group programs for youth diagnosed along the autism spectrum.
- *Fisher Hill School*: Assist school administration in reviewing and developing updated protocols for the Therapeutic Learning Environment, to include: rapport building with paraprofessionals and students, review of IEPs, breakdown of IEP's to ensure compliance, development of sub-plan standard form, arrangement of room to create visual learning spaces, training of paraprofessionals in basic applied behavior analytic tactics, development of student programming, student skills assessment, development of social skills group, and recommendations for continued success.

RBT–Alternatives, ABA: Sept. 2017 – Feb. 2018

Provided upon request

Executive/Personal Assistant, Department of Physics—Harvard University/Atrium: Oct. 2014- Jul. 2015

- *Proof*: Conduct first pass, second pass, third pass and final review of the manuscript for Professor's book, published October 2015, Harper Collins.
- *Website*: Develop and maintain website to include areas for book reviews, media highlights, public events, CV, and similar.
- *Fan, Colleague, and Media Contact Lists*: Create and maintain colleague, fan, and media contact information lists
- *Curriculum Vitae*: Update and maintain complex curriculum vitae.
- *Expense*: Process monthly corporate card statement. Reconcile all invoices, receipts, and associated expenses. Process all third-party reimbursable charges in accordance with outside institutions and foreign policies.
- *Travel*: Process highly complex international and domestic travel plans, (e.g., flights, lodging, transportation). Process international Visa requests.
- *Train & Supervise*: Onboard and train new hires with utmost confidentiality and discretion.
- *Event Coordination*: Work with Universities and Corporations around the world to coordinate logistics for events as needed.
- *Calendar*: Track complex calendar events to include current and prospective travel plans, speaking engagements and other professional related invitations.
- *Grants*: Work with Harvard Staff members to complete annual National Science Foundation Grant reports, while working within time sensitive deadlines.
- *Mail*: Process all outgoing and incoming mail as needed.
- *Special Projects*: Maintain flexibility and creative thinking in the completion of special one-time projects. Conduct thorough research and provide accurate and timely results.

DEFENSE INDUSTRY

Administrator IV- General Dynamics C4 Systems, Needham MA: August 2006 – September 2015

- *Metrics, Reports & Presentations*: Gathers data, creates, and edits reports used at the highest level of the corporation, partner corporations, and customers to communicate progress of critical defense programs. Attention to detail--ensures 100% accuracy and meets deadlines.
- *Contracts Management*: Assists in the management of over \$400M in major defense contracts and subcontracts. Executes time-critical accumulation of export data, generates government sales, invoicing and record keeping documentation, and conducts contract close-out activities, all per applicable laws and regulations. Invoiced more than \$8M in less than a week.
- *Training Liaison*: Assists in the development and management of all training courses through the preparation of course material, the interaction with customers and prospective students, as well as the on-site POC during each training event. Assesses course audits and actively participates in remedies and solutions. Builds relationships with clients to further the benefits of the training programs and the future opportunities available for continued industry success.
- *Data Management*: Creates and administers files repositories for critical classified and unclassified electronic data ensuring compliance with strict defense and national guidelines. Masters multiple

systems to ensure the organization's ability to track, manage, disseminate and retain data across multiple systems.

- *Purchasing*: Ensures the timely availability of material components on the critical path of a \$100M Major Defense Acquisition Program (MDAP). Plans and processes purchase order requisitions for needed supplies, components and equipment in the organization's automated purchasing system. Interdepartmental coordination expert.
- *Travel and Expense*: Plans, monitors, tracks and bills for expenses across a 60+ personnel department. Understood as an organizational expert through proactive coordination—zero late expense submittals.
- *Calendaring/Scheduling/Planning*: Maintain the Outlook calendars of up to six upper-management personnel, coordinate logistics and planning among multiple constituencies with attention to detail and diplomacy.
- *Meetings and Minutes*: Attend meetings and record minutes as requested for up to six upper-management personnel, across departments, contracts and levels of clearance.
- *Presentations and Writing*: Gathered data and prepared Power Point presentations (e.g., State of the Business, Department of Transportation Shipments, and Overseas Shipments). Developed and wrote processes for Transportation and Training.
- *Presidents Metrics*: Tracked and reported monthly metrics. Gathered and organized to make data useful and interpretable.
- *Export & Import*: Processed documentation and materials for all import and export activities in accordance with all applicable laws and regulations. Worked with Import & Export Compliance Department to ensure compliance with Department of State and Department of Commerce regulations.
- *Meet & Greet*: Interacted with internal and external customers via all manner of communication in a warm, friendly and professional manner.
- *Hazardous Materials*: Packaged and prepared all documentation of hazardous goods shipments according to all applicable laws and regulations.
- *Database Processing*: Processed and troubleshoot shipping documentation to include export authorizations. Ensured timely delivery of items through knowledge of required documentation and coordination with multiple departments and electronic systems. Interfaced directly with the customer to manage a positive customer relationship at points throughout the process.
- *Record Keeping, Filing and Retention*: Setup and maintained files in an organized and up to date manner. Created and maintained an electronic record retention log for past, current and future filing needs.
- *Billing*: Deciphered and coded all incoming invoices in an accurate and efficient manner. Utilized new methods to increase productivity.

Certifications

- MTEL – Communication and Literacy Skills- Reading, 2019
- MTEL – Communication and Literacy Skills- Writing, 2019
- Understanding and Responding to Violence and Aggression| Restraint Training in Accordance with DESE REG 46.00-46.07, Berkshire Training, Evaluation Consulting and Coaching, 2018
- Registered Behavior Technician (RBT), Behavior Analyst Certification Board (BACB), Littleton, CO, 2018
- CPR/AED/First-Aid, National CPR Foundation, 2018
- RBT 40 Hour Training, 2017
- Safety-Care Behavioral Safety Training Program, 2017

Skills

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|-------------------------------|-------------------|-------------|
| ■ Microsoft Office Word | ■ Harvard Scholar | ■ Facebook |
| ■ Microsoft Office PowerPoint | ■ Digication | ■ LinkedIn |
| ■ Microsoft Office Excel | ■ Prezi | ■ Instagram |
| ■ Adobe Professional | ■ Blackboard | ■ Splice |
| ■ Wordpress | ■ Canvas | ■ Accupoint |

