

**Career Focus    Promote the Arts, Historic Preservation, and Urban Planning & Design****Experience  
Summary**

- Experience working in areas of the arts, historic preservation, and urban planning & design
- Planning over 30 events a year working with boards, artists, the public, and other groups
- Ability to work independently and with others in the private, public, and non-profit sectors
- Passed the Georgia Assessments for the Certification of Educators (GACE) in: Art Education K-12, Middle Grades Social Science, and U.S. History for High School

**Education****M.E.P.D. – Master of Environmental Planning & Design**8/14-Present  
(Student)*The University of Georgia, Athens, GA*Courses: Planning Studios, Ecology, History of Planning, Representation, GIS, Practicum  
Using Programs: Word, Excel, PowerPt., GIS, InDesign, Illustrator, Photoshop, AutoCAD**M.H.P. – Master of Historic Preservation**

5/04

*The University of Georgia, Athens, GA*Thesis topic: “*A Piece of Mind: The Fate of the State-funded Asylum of the 19<sup>th</sup> Century*”**B.A. – Bachelor of Arts in Art History**

12/99

*University of Kentucky, Lexington, KY***Professional  
Experience****Director – Walton County Music Guild, Monroe, GA**

1/12 – 7/14

- Promoted concerts and events through postcards, e-mails, e-mail newsletters, online social media outlets, and newspaper announcements
- Updated membership database and continues relationships with other community service outreach groups and businesses
- Worked with the Board of Directors, Members, and Musicians to further the goals and mission of the Walton County Music Guild

**Director – Monroe Art Guild, Monroe, GA**

1/09 – 7/14

- Promoted shows and events through postcards, e-mails, e-mail newsletters, and newspaper announcements
- Updated membership database and continues relationships with other community service outreach groups and businesses
- Worked with the Board of Directors, Members, and Artists to further the goals and mission of the Monroe Art Guild
- Researched grants and funding resources to ensure a healthy operating budget

**Clinic Administrator – Georgia Medical Massage, Athens, GA**

1/07 – 1/09

- Scheduled appointments for clients/patients
- Collaborated with owners in performing tasks and projects
- Greeted incoming clients/patients
- Reviewed massage therapists weekly time-sheet / pay schedule
- Managed the clinic during the owners' absence

**Staff Historian – Terracon Consultants, Inc., Duluth, GA**

6/05 – 12/06

- Assisted in Section 106 Consultation for wireless communication projects throughout the Southeast
- Compiled National Register information for nominations
- Conducted Phase 1 Environmental Sites Assessments (ESA) throughout the Southeast for the wireless industry

<b>Additional Experience</b>	<b>Member</b> – <i>Art Leaders of Metro-Atlanta</i> , Atlanta, GA	1/14 – 5/14
	<ul style="list-style-type: none"> <li>One in a class of fifty-six selected from the arts community to learn about resources and information through presentations, meetings with representatives, and site visits.</li> </ul>	
	<b>Member</b> – <i>Leadership Walton</i> , Walton County/Monroe, GA	9/12-5/13
	<ul style="list-style-type: none"> <li>One in a class of twenty selected from the community to learn about resources in the county through presentations, meetings with representatives, and with site visits</li> </ul>	
	<b>Board Member</b> – <i>Historical Society of Walton County</i> , Monroe, GA	2011 - Present
	<ul style="list-style-type: none"> <li>Work with Board Members and other stakeholders in the community to promote awareness of the historic sites and of the organization’s historic house.</li> </ul>	
	<b>Historic Preservation Commission Chair</b> – <i>City of Monroe</i> , GA	5/10 – 11/14
<ul style="list-style-type: none"> <li>Reviewed Certificate of Appropriateness applications for residential and commercial properties in the locally designated historic districts</li> <li>Worked to inform the public on historic preservation practices</li> <li>Served as a Historic Preservation Commission Member from 05/2009 until 5.2010</li> </ul>		
<b>Historic Preservation Commission Member</b> – Athens-Clarke Co., GA	12/05 – 6/08	
<ul style="list-style-type: none"> <li>Reviewed Certificate of Appropriateness applications for residential and commercial properties in the locally designated historic districts</li> <li>Worked to inform the public on historic preservation practices</li> <li>Proposed new local historic districts, including the downtown</li> </ul>		
<b>Graduate Assistant to Director John C. Waters</b> – <i>Master of Historic Preservation Degree Program, College of Environment &amp; Design, The University of Georgia</i> , Athens, GA	1/03 – 12/03	
<ul style="list-style-type: none"> <li>Researched various historic preservation projects</li> <li>Planned hotel accommodations for department study travel tours</li> </ul>		
<b>Summer Intern</b> – <i>Belhaven Improvement Association</i> , Jackson, MS	6/03 – 8/03	
<ul style="list-style-type: none"> <li>Compiled three surveys into one database</li> <li>Researched sites and updated information</li> <li>Worked with representatives from non-profits, the city, and local and state officials</li> </ul>		
<b>Fall Intern</b> – <i>Ashland- The Henry Clay Estate</i> , Lexington, KY	8/99 – 12/99	
<ul style="list-style-type: none"> <li>Researched the porcelain and china collection along with other art works</li> <li>Attended the State Conference &amp; State Main Street Conference in November</li> </ul>		
<b>Historic Preservation Events</b>	<b>Advisor</b> – <i>Monroe Area Cultural &amp; Heritage Museum</i> , Monroe, GA	10/12-Present
	<ul style="list-style-type: none"> <li>Assisting in the research for establishing a city museum</li> </ul>	
	<b>Attendant</b> – <i>Historic Preservation Commission Training</i> , GA	5/06-4/13
	<ul style="list-style-type: none"> <li>Trainings were held in Bainbridge, Carrollton, LaGrange, and Milledgeville</li> </ul>	
	<b>Attendant</b> – <i>Development Codes for Cultural Heritage Tourism Districts</i>	3/08
<b>Attendant</b> – <i>Georgia Downtown Conference</i> , Madison, Valdosta, GA	10/05, 10/06	
<b>Advisor</b> – <i>West Virginia University- Community Design Team</i> , WV	2001-2003	
<ul style="list-style-type: none"> <li>Assisting in the promotion of historic preservation resources, ideas, and concepts to four communities: Summersville, Sistersville, Elkins, and Terra Alta</li> </ul>		
<b>Professional &amp; Civic Org.</b>	Member- American Planning Association, National Trust for Historic Preservation, Athens-Clarke Heritage Foundation, Oakland Cemetery Foundation; Georgia Trust for Historic Preservation (past member)	