



Experience

ASSOCIATE - BUSINESS DEVELOPMENT & CREATIVE DIRECTOR

Amento Group, Seattle, WA / 1996-Present

Business Development Director

- Manage and coordinate all marketing planning and client and business development.
- Analyze data of relevant industries and competitors.
- Maintain system for tracking RFQs, RFPs, and proposals. Oversee production of proposals.
- Maintain corporate identity, maintain web presence, draft press releases, and coordinate firm special events.
- Maintain relations with customers by organizing and developing specific customer- relations programs; determining company presence at conventions, annual meetings, trade associations, and seminars.
- Manage and procure all printed marketing materials. Support internal and external needs for brand materials, photos and other graphics.

Graphics Consultant

- Collaborate with attorneys and in-house principals on construction litigation projects to create explanatory graphics and develop presentations for expert testimony.
- Production of graphic exhibits for courtroom, client and marketing presentations.
- Develop persuasive presentations with impact that support case themes.

Editor

- Assist with creation, editing and preparation of in-house reports, scopes of repair, condition assessments, project manuals, graphics, conference materials, and other written documents for clarity, logic, flow, and meaning.
- Provide guidelines to Construction Project Managers for preparing reports. Establish system for effective peer review.

Construction Liaison

- Single point of contact between construction team and ownership on condominium repair projects. Assist owners in understanding the scope of repair and prepare them for the construction process.
- Attend weekly construction meetings and homeowner meetings as needed. Post and update project schedules.
- Coordinate necessary construction access to individual units for construction personnel.
- Document problems and coordinate the Construction Manager and Contractor on mitigating or correcting owner concerns.

LEGAL SECRETARY

Ashbaugh Beal LLP (formerly Stanislaw Ashbaugh), Seattle, WA / 1989-1996

- Assistant to multiple partners, associates, in-house construction consultants, and summer associates practicing heavy civil litigation. Assist in drafting and finalizing pleadings, letters and claim packages; creating trial and mediation exhibits; and account receivable duties.

LEGAL SECRETARY

Reed & Giesa, P.S., Spokane, WA / 1987-1988

Ford Nees & Nordstrom, P.S., Spokane, WA / 1986-1987

Crary & Clark, P.S., Spokane, WA / 1985-1986

- Secretary to various partners practicing commercial litigation, personal injury, and corporate matters. Assist with preparation of bankruptcy documents; accompany same at court proceedings.

Professional Affiliations

SOCIETY FOR MARKETING PROFESSIONAL SERVICES (SMPS)

Seattle

- Member, 2019-Present

BUILDING OWNERS AND MANAGERS ASSOCIATION (BOMA)

Seattle & King County

- Industry Partner Committee, 2016-Present
- Industry Partner, 2016-Present

MASTER BUILDERS ASSOCIATION (MBA)

King & Snohomish County

- Associate Member, 2014-Present

COMMUNITY ASSOCIATION INSTITUTE (WSCAI)

Washington State Chapter

- Community Outreach Committee, 2016-Present
- Business Partner Committee, 2011-2016
- CA Day Committee, 2010-2014
- Social Events Committee, 2007-2010
- Business Partner, 2006-Present

Awards

COMMUNITY ASSOCIATION INSTITUTE

Washington State Chapter

- Chapter Volunteer of the Year, 2015