

**\* OBJECTIVE**

To apply my experiences in administration and program directing and my strengths in leadership and organization to promote productive business organizations and educational opportunities

**\* KEY STRENGTHS**

I have strong organizational and facilitation skills, and strong communication and inter-personal skills. I'm resourceful and detail-oriented. I'm a problem solver and a decision-maker.

I am a warm-hearted, open-minded person. I'm compassionate and I get along with most everybody.

I have creative, artistic talents. I love to garden. I love to dance.

**~ PROGRAM MANAGEMENT EXPERIENCE****\* SYRE GALLERY - ART EXHIBIT, Curator: Paintings of My Life****2020-2021**

Featured at Syre Gallery, Bellingham, WA, I curated the exhibition titled "*Paintings of My Life*" featuring a collection of Beth Margolis's 60 works of Art - including her original paintings, beautiful Giclée reproductions and her newly published book, *Paintings of My Life*.

**\* BOOK PUBLISHER/CO-CREATOR, The books: Uplifted Down Syndrome and Paintings of My Life****2014-present**

On behalf of my close friend, Beth Margolis who has Down Syndrome, I produced and published two different books of her beautiful paintings and inspirational poetry (2016 and 2021). I also create Beth's Fine Art Greetings cards and prints of her paintings. Her work is on sale locally and on her website.

**\* WORKING WATERFRONT COALITION of Whatcom County, Program Coordinator****2016-2020**

The Working Waterfront Coalition promotes the vitality and economic benefits of our working waterfronts for the people of Whatcom County. As Program Coordinator, I provided program coordination, administrative support, and communications management to implement the policies established by the Board of Directors and the Executive Committee. I wrote the minutes from Board meetings and created the documents to be posted online and mailed to our Members; I designed the quarterly Newsletters for print and online mailing.

**\* JANSEN ART CENTER, Executive Director****2012**

For 5 months, I was involved in the integral role of the start-up of the Jansen Art Center, Lynden WA. In that time, I worked with the management team in decision-making and in shaping the upcoming arts programs. My accomplishments included: the selection and hiring of its artists/instructors, the public relations campaign, the first community Open House, the performance events and gallery exhibits and the design content for the website.

**\* WELLSRING COMMUNITY SCHOOL, Co-Director, Co-Founder, Administrator****1992-2011**

For almost 20 years, along with my husband, Bill Snow, I was the Co-founder and Co-Director of WellSpring Community School, a private, nonprofit, WA State Approved School, serving Whatcom County youth, grades 8-12. Over the years, WellSpring created a successful and innovative student-centered model for education. Within a supportive community of mentors and peers, our students made huge gains in their academic progress and most importantly, gained a renewed sense of self and empowerment through our program experience. We had a rewarding career serving our students and their families and the numerous community organizations we networked with.

**My skills and responsibilities reflected the many aspects of administration and program management:**

- composed and achieved the school's 501c3 non-profit status, its WA State Approval and Accreditation
- co-designed the school's evolving program and student-centered, project-oriented curriculum and field studies
- developed teacher job descriptions, hired and supervised staff, wrote teacher contracts
- recruited and interviewed all prospective students and their families
- collaborated with staff to align curriculum with state standards and student outcome goals
- facilitated weekly staff meetings to discuss policy issues, to assess on-going student performances and to confer on instructional strategies
- developed the school board of directors in which I was an active participant
- developed the budget, managed incoming and outgoing funds, filed taxes with accountant
- facilitated annual fundraising events, organized volunteers, wrote grants, promoted the school
- designed and wrote content for school brochures, posters, newspaper ads, and website

**\* COMMUNITY SERVICE****1992-2010**

Over the span of 18 years, I organized and accompanied my high school students to work on service-learning projects on behalf of non-profit organizations in Whatcom County.

**\* COMMUNITY IN SCHOOLS, WHATCOM COUNTY**

**2007-2011**

I was on the task force and then maintained a position as a Board Member for the local branch of Community In Schools—a prominent organization which works to bridge schools and their families with community services and mentoring opportunities for students of need.

**\* KIDS' PLACE THEATER ARTS CENTER, Bellingham, WA Founder, Director, Head Teacher**

**1986-1992**

I designed, administered, taught and directed Afterschool Enrichment Programs and Summer Camps, and Theater Arts performances/programs for children ages preschool through middle school.

**\* EDUCATION Bachelor of Science, University of Iowa major: Recreational Therapy, minor: Elem. Art Educ 1969-1973**