

OBJECTIVE: To contribute my 15+ years of experience in local government to help review and consider housing related issues for the County of Monterey.

WORK EXPERIENCE:

Senior Communications Coordinator, ReGen Monterey, July 2024-present

Public Education and Outreach Coordinator, ReGen Monterey (Monterey Regional Waste Management District), February 2022- July 2024

- Plans, organizes and delivers public education and outreach about district services, and waste reduction, innovation, reuse, recycling and composting, including social media, website design and maintenance, public tours, media relations, presentations, events and graphic design
- Help coordinate the development and implementation of internal communications strategies, plans and programs in support of district mission, vision and goals
- Provide technical assistance to district member jurisdictions, businesses, non-profits and schools regarding implementation of state legislation and regulations, waste reduction, diversion and recycling programs, and district services and policies

Commissioner, Architectural Review Committee, City of Monterey, October 2023 to present

- Review and approve architecture, landscaping and signage plans to ensure the promotion of orderly development and ensure high quality design that is harmonious with project surroundings.
- Implement the General Plan and neighborhood plans to preserve and promote the visual character of the City.

Media Specialist, City of Monterey, July 2007-February 2022

- Help coordinate and manage the City's external and internal communications and community relations programs
- Manage social media sites (including NextDoor, Instagram, Facebook, Twitter, LinkedIn, YouTube, Pinterest) and train and advise other City staff with their pages
- City website content administrator, member of web design team during website redesigns and train web content editing staff
- Public outreach program, marketing campaign and social media advising to City departments
- Write articles for public and internal newsletters
- Participate in the City and County's Emergency Operations Center public information teams in cases of emergencies
- Assist with coordination of press conferences, community meetings and special events, virtual and in-person, and write talking points for speakers
- Write and distribute news releases and build relationships with local media outlets and journalists
- Graphic design for posters, infographics, social media, websites and other outreach efforts
- City videographer and photographer; produce documentary shorts and public service announcements about City services, events, history and attractions
- Finalize and draft correspondence, reports, presentations, proclamations, commendations, and memos
- Participate in strategic planning activities, and monitor compliance and adherence to applicable organizational goals and priorities
- Maintain Office of the Mayor and City Manager fiscal records, prepare and process purchases and invoices, expense claims and regular purchasing card account reconciliation, and monitor the use of funds and the department budget
- Support contract processing and coordinate information and documents related to various requests that come to the City Manager's Office or to the City Council
- Helped manage the Emergency Rental Assistance Program for the Housing Office from August 2020-August 2021

EDUCATION:

- **B.A. Cinematic Arts & Technology with distinction**, and **Minor in Sports Management** from California State University, Monterey Bay, May 2007
- **IN PROCESS: Master of Public Administration, Local Government Concentration**, University of Colorado, Denver, May 2021 to present. Currently maintaining a 4.0 GPA.