

Education

B.S. University of Wisconsin-Madison. History of Culture in Slavic Studies with a secondary concentration in African Literature. 1994.

Professional Experience

2006- **Madison Environmental Group, Inc.**, Madison, Wisconsin
Financial Manager. Manage finances and office organization. Provide project management.

2004- **Third Pig Properties LLC**, Madison, Wisconsin
Partner and Building Manager. Formed a company with seven partners and purchased commercial property in downtown Madison. As current Building Manager, advertise rental property, negotiate leases with tenants, co-ordinate repairs and build-outs, and manage finances and insurance.

1998-2005 **Clotho Advanced Media, Inc.**, Madison, Wisconsin
Clotho is a small company in Madison that creates custom websites, multimedia software applications and adds advanced functionality such as games to websites.

President. 2004-2005. Was responsible for setting strategy and directing all operations of the company. Created sales and marketing plans. Met with potential clients, wrote project proposals and attended networking events. Wrote grant proposals. Planned and led annual shareholder's meeting.

Vice President. 2002-2004. Managed financial, tax, legal, employee benefits, HR, IS, and office operations of the company. Coordinated development resources so that projects were completed as specified and on schedule. Sole project manager for largest client, American Girl. Participated in sales, PR, and strategic planning.

Business Manager. 1998-2002. Collaboratively built Clotho from a part time contracting company to a viable company with 15 full-time employees. Established and maintained financials, QuickBooks, HR, vendor relationships, accounting and legal representation and office operations. Assisted developers with project management tasks. Became co-owner in 2000.

1991-1999 **UW-Madison Division of Information Technology (DoIT)**, Madison, Wisconsin
Financial Specialist. 1996-1999. Wrote and administered budgets totaling \$20 million for five departments. Created and managed resale programs for Sun and HP hardware, tracked large equipment orders. Provided detailed analysis of depreciation schedules, monthly accounting control sheets and income statements for a department of seventy technologists.

Purchasing Specialist. 1991-1996. Purchased inventory for DoIT Installation & Repair and the DoIT resale store. Updated monthly capital asset purchase report and consulted with DoIT managers on report. Provided purchasing and accounts payable guidance and advice to DoIT managers on University purchasing policies and procedures. Wrote a new purchase order tracking program/database for DoIT Purchasing.

Activities and Achievements

2004- Member, Business and Professional Women of Madison (BPW)

2000- Volunteer, United Cerebral Palsy

1997- Volunteer, American Cancer Society

2005-2006 Committee Organizer, New Zealand Cancer Society, Relay For Life in Hawke's Bay

2003-2005 Co-treasurer, Quann Community Garden

2004-2005 Member, Accelerate Madison

2004-2005 Member, Wisconsin Innovation Network (WIN)