

To The Select Board,

It would be a great privilege to be selected as a volunteer on the newly formed Adaptive Reuse Building Committee. As a Boxford resident of four years (a toddler by Boxford standards) I have developed a great appreciation for the town's commitment to community, its history, and the potential of its people.

Walking from our home with our two little boys in tow, we head to Paisleys for some fresh local vegetables. We stop, and look across the street musing about the possibilities for the old West Library before heading to Bensons for an ice cream on our walk home. In similar fashion, I can't help but wonder what will be the next chapter for the current Council on Aging building as the Center at 10 Elm prepares to open its doors to the community.

My work in operations (hospitality & now the renewable energy sector, to be specific) would lend well to this committee. I value collaboration, seek input, and bring an analytical approach to my work. Project management, financial stewardship, personnel management, and familiarity in partnering with local AHJs are a few of the skills that I would bring to this committee. I am looking forward to this potential opportunity as another step towards creating the robust, sustainable community that our village deserves.

Thank you for your consideration,

A solid black rectangular redaction box covering the signature area.

FRONT OFFICE MANAGER, MARRIOTT INT.; PEABODY, MA – MARCH 2014 - SEPTEMBER 2015

- Breakthrough Leadership Champion: Formulated and shared strategy with executive committee to drive managerial self-awareness and improve hotel's KPI's

FRONT DESK AGENT & FRONT DESK SUPERVISOR, MARRIOTT INT.; PEABODY, MA – SEPTEMBER 2011 - MARCH 2014

EDUCATION

SALEM STATE UNIVERSITY, SALEM, MA - COURSE IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY, JANUARY 2014 - JUNE 2014

HARVARD UNIVERSITY, CAMBRIDGE, MA - COURSE IN OPERATIONS MANAGEMENT, 2012

- Consultation work for Massachusetts restaurant: improved financial performance \$50,000 YOY

BRANDEIS UNIVERSITY, WALTHAM, MA , 2011

- Bachelor of Science: Neuroscience, 2011
- Bachelor of Science: Psychology, 2011
- Cross Country & Track Captain: Lead teams that qualified for three national championships

VOLUNTEER

Great Strides Boston | Back on My Feet Boston | Northeast Animal Shelter: Dog/Cat Foster Family