

Experience

U.S. Green Building Council- Georgia Chapter Athens, GA

Usgbcga.org, 2011-2012

The state of Georgia is currently ranked #7 in the nation for LEED registered buildings; with over 250 LEED Certified buildings, 989 LEED Registered buildings, and over 3,300 LEED Accredited Professionals (LEED APs) - making Georgia one of the strongest states in the U.S. with regards to sustainable development and green building.

Branch Leadership Group Member

- Responsible for planning branch events including monthly educational sessions/meetings, credential maintenance programs, lunch & learns, networking and tours
- Overall, committee furthers the mission of the USGBC through quality education in the State of Georgia

The Ritz-Carlton Hotel Company Amelia Island, FL

Ritzcarlton.com, 2004-2010

The Ritz-Carlton, Amelia Island. A 444-room luxury resort featuring a tranquil spa facility with a private pool, an 18-hole PGA Championship golf course and 1.5 miles of immaculate dune-lined beaches located 30-minutes north of Jacksonville, FL.

Recreation Supervisor

- Responsible for daily hotel operations within the recreation department
- Interviewed, selected, trained, supervised, counseled and disciplined recreation staff for the efficient operation of the department
- Responsible for an annual budget of \$500,000.00
- Managed a staff of twenty five employees
- Created employee staffing levels and schedules
- Managed department budget, payroll labor and all departmental finances
- Drafted, negotiated and executed contracts with corporations to attain corporate group business
- Acted as hotel wide Manager on Duty (representing the General Manager), handled all guest concerns and complaints
- Administered labor management software and occupancy forecasting tools
- Founding member of The Ritz-Carlton 'Green Team', created a comprehensive hotel sustainability program
- Created an on-site "learn to surf" program (creative revenue generator)
- Performed environmental lectures, presentations and ecological tours
- Commissioned off property contractors to assist department
- Lobbied and aided the engineering department to apply LEED approved water management practices

Professional Accolades

The Executive Committee of the Ritz-Carlton, Amelia Island
Five Star Employee Nominee
Five Time Recipient '05, '06, '08, '09, '10

Founding Committee Member
2009 Certified Green Lodging Facility
The Ritz-Carlton, Amelia Island
Designated by the Florida Department of Environmental Protection

North Carolina Department of Environment and Natural Resources Wilmington, NC

[Ncdenr.gov](http://ncdenr.gov), 2005

North Carolina state government agency providing information on regulations, regional offices, and wetlands restoration program.

Field Assistant

- Worked with the coastal management permitting/planning division
- Identification and implementation of wetland mitigation issues
- Accessed wetland projects with fieldwork, baseline surveys and monitoring (air, water, habitat, wildlife)
- Created maps with GIS software involving beach renourishment projects
- Familiarized with state and government regulations and permitting processes
- Conducted aquatic surveying with the Division of Marine Fisheries
- Administered river, ocean and stream quality tests with the Department of Water Quality
- Conducted field work issuing permits regarding marine construction
- Investigated pending construction permits in New Hanover, Pender, Onslow and Brunswick county

The North Carolina Court System Wilmington, NC

nccourts.org/County/NewHanover, 2005-2006

North Carolina's court system, called the General Court of Justice, is a unified statewide and state-operated system consisting of three divisions: the Appellate Division, the Superior Court and the District Court Division.

Superior Court Assistant

- Met with Superior Judges and District Attorneys regarding casework
- Observed state courts including: Superior, District, Felony, Teen, Drug Treatment, Small Claims and Family
- Documented Superior Court trails for administrative officials
- Assisted state appointed public defenders
- Aided the Trail Court Administrator
- Served the New Hanover county Magistrate

Education

Masters of Landscape Architecture; University of Georgia, Athens, GA

Expected completion of program: May 2013

GPA : 3.70

2011 College of Environment and Design Scholarship Recipient

B.A., Environmental Studies; University of North Carolina, Wilmington, NC

GPA : 3.85

Spring 2005 Chancellor's Achievement Award Recipient

Fall 2005 Chancellor's Achievement Award Recipient

2006 Certificate in Geographic Information Science

Minor of Geography

Green Building Certification Institute, Washington D.C.

LEED Accredited Professional, 2009

Current Accreditation Level: LEED AP BD+C

Professional Organizations

American Society of Landscape Architects, student member

U.S. Green Building Council (USGBC), member

USGBC-Georgia Chapter, member

USGBC-Georgia Chapter-Athens, leadership committee member

Skills

Operating Systems: Microsoft Windows 7 and Mac OSX

Experience in Computer Software:

Adobe Acrobat, ArcMAP, ArcPAD, AutoCAD, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, HydroCAD, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, SketchUp, Rainwater Harvester, TR-55

Training Level Experience:

Autodesk Civil 3-D, Rhino

Hand Rendering & Drawing:

Pen and Pencil, Marker, Watercolor, Colored Pencil, Graphite, Pastel

Construction Documentation:

Framing, General Site Plans, Lighting, Irrigation, Planting, Dimensioning, Technical Grading, Details & Specs