

LAUREN PENNISI

EDUCATION

- ❖ BA, English - Fairfield University, Fairfield, CT.
- ❖ MA, Technical Communications - Boise State University, Boise, ID.
- ❖ PMP, Project Management Professional - Project Management Institute.

RELEVANT EXPERIENCE

- ❖ Communicate with stakeholders in a variety of communication channels to ensure information is received and understood
- ❖ Experience writing processes and procedures for end users
- ❖ Multiple years of successful school fundraising
- ❖ Recruit volunteers and delegate tasks
- ❖ Facilitate large and small meetings
- ❖ Create agendas and keep meetings on point and within scope
- ❖ Manage meeting action items to ensure follow-through and closure
- ❖ Familiarity with parliamentary procedures and Robert's Rules of Order

VOLUNTEER EXPERIENCE

St. Mary's School

- Scholastic Book Fair Project Manager 2007 (**recruited** volunteers, **managed** set up and tear down, **doubled school's profit** over previous year)
- Christmas Bazaar Project Manager 2008, 2009, and 2010 (**organized** volunteer team, **delegated** appropriate tasks, **recruited** vendors, **managed** contracts and vendor communications, collected fees, **resolved** construction issues and emergencies, **created innovative fundraising initiatives** and doubled profit over previous years)

St. Luke's

- Volunteer 1992-2000 (**interacted** with pediatric patients, **ran** gift shop, **served on Auxiliary Board** for five years, **edited board's newsletter** and **participated** in procedural board activities)

TO THE RHPCS COMMUNITY

I am excited to be running for a seat on the RHPCS school board. With my education and background in project management and technical communication, I think I offer Rolling Hills the opportunity to add these vital skill sets to the Board.

As a trustee of the Board, important decisions that affect staff and students would be part of my responsibilities as well as handling sensitive issues with care and consideration. My experiences will enable me to successfully resolve these issues to the school community's benefit.

Lauren Pennisi