

## Lucille Jordan Short Bio.

Lucille Jordan, President of Nashua Community College since 1997, is a leader who is creative, energetic and committed to continued improvement of higher education. She has achieved national and state recognition for her commitment to community service, civic responsibility, developmental education and business and industry partnerships.

Under the leadership of President Jordan the college has added a wellness center and dining hall, an academic building for the health, sciences and humanities, a 300 seat state of the art auditorium, and the Walter Peterson Library. The college has grown from 450 students in 1997 to 2400 students in 2011. In 1997 the college student population was 70% male and 30% female and today the population is 50% male and 50% female. This shift was intentional and caused by the addition of programs of study in liberal arts, nursing, and massage therapy.

Lucille's personal and professional mission is to work towards a more civil society and served as chair of Campus Compact for New Hampshire, an association of all the four and two year college Presidents with a commitment to service, leadership and civic responsibility. Further she was selected to serve as the vice-chairman of the National Campus Compact Board, a membership of 645 college presidents. In addition President Jordan serves as Vice Chair of Greater Nashua United Way, Chair of Greater Nashua United Way Youth Venture Partnership, Chair of New England Advisory Council of College Board, Member of the College Board National Community College Committee, represents community colleges nationally on the College Board Membership/Trustee Council, Chair of New England Community College Council, New Hampshire College and University Council, Board of NH Scholars, Executive Board of Greater Nashua Chamber, served 10 years on the NH Postsecondary Commission, and Board of Director of NH Women's Leadership Institute. In addition Lucille was selected for Who's Who among Women Executives 1999. President Jordan was the recipient of the New England Board of Higher Education's award for Excellence in Higher Education for 2018, recognizing her leadership and commitment to service and the public good. Most recently President Jordan received the

Lucille earned her undergraduate and graduate degrees in Education and English at The Ohio State University

# Robyn Hallowell Griswold

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21 Hadley Drive, Nashua, NH 03062  
wgriswold@comcast.net

## EDUCATION

### JOHNS HOPKINS UNIVERSITY

School of Education

#### Doctor of Education

Specialization: Entrepreneurial Leadership in Education  
Dissertation: *Evaluation of a Two-Phase Program Using Open Educational Resources and Text Messaging to Increase the Retention Rates of Community College Students*

Baltimore, MD

August 2020

### HARVARD UNIVERSITY

Graduate School of Education

#### Master of Education, Teaching and Curriculum

Cambridge, MA

June 1989

Graduate School of Arts and Sciences

#### Master of Arts, History

Jacob Javits Fellow (U.S. Department of Education)

June 1988

### WHEATON COLLEGE

Bachelor of Arts, Summa cum laude, Phi Beta Kappa  
Major Concentration: History (Departmental Honors)

Norton, MA

May 1987

## EMPLOYMENT

### NASHUA COMMUNITY COLLEGE

#### Vice President of Academic Affairs

Serves as the College's chief academic officer responsible for leading, directing, and managing academic instruction, programs, services, and operations. Manages the College's Perkins Grant totaling over \$100,000 annually. Responsible for implementation and oversight of the Guided Pathways to Success Initiative (GPS) to improve institutional efficiency and student success.

Highlights of GPS include:

- adoption of structured scheduling plan that resulted in \$150,000 in payroll savings in the first year;
- launch of corequisite remediation and new advising model to strengthen retention;
- expanded use of open educational resources to lower student costs.

Since the implementation of GPS in 2017, the college's graduation rate has increased by eight percentage points (from 26% in 2017 to 34% in 2021).

#### Social Sciences Department Chairperson

Responsible for supervising faculty, developing curriculum, serving on committees, managing department budget, organizing and leading department meetings, writing reports, hiring part-time faculty, supervising and evaluating full-time and part-time faculty, establishing 2+2 and articulation agreements, developing course schedules, program review, and assessment.

#### Professor of History/Associate Professor of History

Taught a variety of history courses including U.S. History (HIST 140 and HIST 141), Western Civilization (HIST 101 and HIST102), American Constitutional History (HIST 241), Modern America (HIST 246), Introduction to Historical Research Methods (HIST 285) and Liberal Arts Seminar (LIBA 102). Mentor for Running Start faculty partners at Mascenic, Pelham, and Nashua South High Schools.

Nashua, NH

2017-Present

2009-2017

2007-2017

**SOUTHERN NEW HAMPSHIRE UNIVERSITY****Adjunct Instructor, School of Education**

Taught graduate courses in social studies methods and curriculum, instruction, and assessment. Utilized both hybrid and face-to-face delivery modes.

**Manchester, NH**

2005- 2006

**RIVIER COLLEGE****Adjunct Instructor, Department of Education**

Taught graduate and undergraduate courses in introduction to education and social studies methods.

**Nashua, NH**

2004-2007

**JACKDAW PUBLICATIONS****Educational Writer/Consultant**

Completed a variety of projects including the development of *Focus Jackdaw* portfolios, photo collections, and student activity booklets.

**Amawalk, NY**

2002-2009

**NASHUA SCHOOL DISTRICT****Social Studies Teacher**

Taught sections of Western Civilization, American Government, U.S. History, and Advanced Placement European History at Nashua Senior High School.

**Nashua, NH**

1989-2000

**SEMINARS FOR EDUCATIONAL EXCELLENCE****Workshop Presenter**

Led daylong seminars on cooperative learning strategies. These workshops were conducted in California, Illinois, Pennsylvania, Massachusetts, New Jersey, and New York.

**Portland, OR**

1997-1999

**PUBLICATIONS**

Griswold, R. (2006). *Hands-on History: A Practical Guide for Using Jackdaws Stuff in the Classroom*. Amawalk, NY: Jackdaw Publications.

Griswold, R. & Rogers, A. (1995). *Cooperative Learning Basics: Strategies and Lessons for U.S. History Teachers*. Amawalk, NY: Golden Owl.

Griswold, R. (1992). The murder of Napoleon: An exercise in cooperative learning. *Horizons*, 14, 31-35.

**Focus Jackdaw Titles by Robyn Griswold:**

- *The Presidency* (2008)
- *Jamestown* (2005)
- *The Erie Canal* (2005)
- *Louisiana Purchase and its Legacy* (2003)
- *Dred Scott Court Decision* (2003)
- *Brown v. Topeka Board of Education* (2003)

**Jackdaw Photo Collections by Robyn Griswold:**

- *The Korean War* (2009)
- *The 1970s* (2005)
- *The Great Migration: From Field to Factory* (2004)

**Jackdaw Study Guides developed by Robyn Griswold:**

- Charles Darwin (2006)
- Assassination at Sarajevo (2006)
- American Imperialism (2004)
- Silk Road (2004)

**Jackdaw Study Guides (continued)**

- Underground Railroad (2004)
- Assassination of JFK (2003)
- Panama Canal (2003)

**POSTER SESSION**

Mousavi, A. & Griswold, R. (2015, June). *Mercury (I) Chloride in Vivo Oxidation: The Cause of the Death of Napoleon?* 21st IFCC-EFLM European Congress on Clinical Chemistry & Laboratory Medicine (IUPAC-sponsored), Paris, France.

**SELECTED WORKSHOPS AND LECTURES PRESENTED**

- *GPS and Program Mapping*, CCSNH Symposium, Nashua, NH, August 2016
- *The Liberal Arts at NCC*, CCSNH Board of Trustees Meeting, Nashua, NH, December 2015
- *Liberal Arts Seminar Overview*, CCSNH Symposium, Concord, NH, October 2015
- *Rubrics and Grading*, Jumpstart your Semester at Nashua Community College, 2013-Present.
- *Cooperative Learning Basics*, ACT Program at Nashua Community College, 2014-Present.
- *Using the Internet to Engage 21st Century Students*, College Board Regional Forum, Boston, MA, January 29, 2013
- *Understanding Syllabus Design*, NH Department of Education, Concord, NH, February 4, 2011.
- *Differentiated Instruction*, ACT Program at Nashua Community College, 2008-Present.
- *Understanding by Design*, ACT Program at Nashua Community College, 2008-Present.
- *Globalizing your History Classroom*, NERC, March 2009 and NEA NH, October 2008.
- *Erasing Stereotypes and Making Connections: A Teacher's Journey to Korea*, Nashua Community College Lecture Series, December 4, 2008.
- *UbD: Unit Planning with a Purpose!* NH Council for the Social Studies, October 2007.
- *Information Literacy: A Necessity for Today's Classroom*, NEA NH Workshop Day, October 2006.
- *Developing Information Literacy and Avoiding Information Overload: Teaching Students How to Effectively Utilize a Wide Variety of Social Studies Resources*, NH Council for the Social Studies, November 2005.

**TEACHING AWARD**

Community College System of New Hampshire, Chancellor's Award for Teaching Excellence, May 2012

**SELECTED PROFESSIONAL DEVELOPMENT, INSTITUTIONAL, AND COMMUNITY SERVICE**

- College Leadership Team, Nashua Community College, Nashua, NH, 2017-Present
- Chair, Academic Leadership Team, Nashua Community College, Nashua, NH, 2017-Present
- VPAA Council, Community College System of New Hampshire, 2017-Present
- EAB Connected 2020, Virtual Conference, December 1-3, 2020
- Complete College America, *With Equity and Justice for All*, Virtual Conference, Oct. 26-30, 2020
- Complete College America, *15 to Finish Institute*, Minneapolis, MN, June 29-30, 2016
- Complete College America, *Corequisite at Scale Academy*, Atlanta, GA, March 30-31, 2016
- *Strategy Labs Guided Pathways Peer Learning Opportunity*, Guttman Community College, NY, NY, November 15-16, 2015
- College Representative, Chancellor's Faculty Academic Advisory Council, April 2015-Present
- *Institute on General Education and Assessment*, American Association of Colleges and Universities, Burlington, VT, June 2013
- Co-Director, Center for Teaching and Learning, Nashua Community College, Nashua, NH 2010-2017
- U.S. Youth Senate Selection Committee, NH Department of Education, Concord, NH, 2010-2013
- Educational Advisory Committee, Franklin Pierce Manse Museum, Concord, NH, 2007-2008
- Korean Studies Workshop for American Educators, Yonsei University, Seoul, South Korea, July 2008

# Richard Bartle

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## SUMMARY OF QUALIFICATIONS

- Dedicated professional with 25 years of experience in aviation management, operations leadership, and business development.
- Areas of expertise include fleet and resource management, operations system design and oversight, developing and delivering technical training, mechanical design, safety management, and project management.
- Additional industry experience in research and design, manufacturing, and entrepreneurship.

## PROFESSIONAL EXPERIENCE

**Founder & Senior Advisor** January, 2014 to Present  
Stratus Business Development, LLC. 99 Perimeter Road  
Nashua, NH 03063

**Director of Aviation Operations & Chief Technology Officer** May, 2010 to August, 2015  
ASSIST-U.S. & EnviroEye, LLC. 117 Perimeter Road  
Nashua, NH 03063

**Assistant Director of Flight Operations & Administration** May, 2005 to May, 2010  
School of Aviation Sciences, Daniel Webster College 20 University Drive  
Nashua, NH 03063

**Airport Operations Supervisor** November, 2002 to January, 2005  
Pease International Airport 36 Airline Drive  
Portsmouth, NH 03011

**Line Service and Facilities Manager** January, 2001 to October, 2002  
Keyson Airways, Inc. 117 Perimeter Road  
Nashua, NH 03063

**Ground Crew and Facilities Manager** September, 2000 to January, 2001  
Aviad Corporation 250 Clark Street  
North Andover, MA 01845

**Project Manager/Mechanical Designer** September, 1994 to September, 2000  
Continental PET Technologies (later Owens-Illinois Plastics Group) 7 Technology Drive  
Bedford, NH 03110

# Richard Bartle

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## EDUCATION & TRAINING

### Daniel Webster College

September, 1993 to May, 1998

Received a Bachelors of Science in Aviation Management. Studies in general business and financial operations, airport administration and development, and airline administration.

20 University Drive  
Nashua, NH 03063

**Line Service Supervisor Training**, National Air Transportation Assoc, June 2002

**Airport Safety and Operations Specialist School**, FAA and AAAE, August 2003

**Emergency Response Planning**, The National Business Aircraft Assoc., October 2006

## CURRENT BOARD AND COMMITTEE APPOINTMENTS

- New Hampshire State Workforce Innovation Board
- Bridgewater State University Aviation Industry Advisory Board
- Academy for Science & Design, Board of Trustees
- Concord Airport Advisory Committee

## MEMBERSHIPS

- National Business Aviation Association
- Flight School Association of North America
- Aircraft Owners & Pilots Association
- Granite State Airport Management Association

**Barry C. Garside**  
59 Overton Road  
Windham, NH 03087

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**Experience: Nashua Community College 2019- Present**

Associate Vice President of Academic Affairs

- Supervises academic affairs support offices including, institutional research, library services, online instruction, classroom technology, and student disability services
- Serves as the institution's accreditation liaison, responsible for all institutional accreditation reporting and self-study processes
- Oversees the assessment of all college academic areas and institutional initiatives
- Manages the college's program review process
- Serves as an interim academic department chair as needed

**Nashua Community College 2005- 2019**

Chair, Mathematics and Computing Sciences Department

- Supervises two full time and 20 adjunct instructors
- In charge of scheduling all college level math courses
- Responsible for regularly updating curriculum and selecting proper course materials
- Courses taught include: Differential Equations, Calculus I, Calculus II, Statistics, and Trigonometry

**Private Math Tutor 2001-2004**

**Franklin High School, Franklin, MA 1999-2000**

Mathematics Teacher

**Westford Academy, Westford, MA 1994-1999**

Mathematics Teacher

**Education:** **Maryville University**, St. Louis, Missouri

EdD –Higher Education Leadership GPA 4.00. Expected Graduation Dec. 2022

**University of Massachusetts at Lowell**, Lowell MA

Masters of Science – Major in Mathematics, GPA 3.94. June 2005

**Framingham State College**, Framingham, MA

Bachelor of Science – Major in Mathematics, GPA 3.24. June 1993

**Awards:**

- Recipient of the 2005 *Outstanding Graduate Student Award* from the University of Massachusetts, Lowell for outstanding academic performance – June 2005
- Recipient of the 2016 *Award for Excellence in Teaching* from the Nashua Community College - May 2016



**Phillip Frankland, Ph.D.**

June 2022

Institutional Research  
Nashua Community College  
Nashua, NH

Dr. Frankland has 15 years of experience in conducting institutional research at the college level. Phillip has supported the mission of the college by developing college-wide research strategies and protocols. He manages, coordinates and produces research that supports and invigorates the institutional effectiveness initiative process. These activities directly respond to the College's strategic and operational plans as they relate to institutional continuous improvement. Dr. Frankland has been instrumental in implementing large data and assessment monitoring systems for both faculty and students. Phillip has experience in the management and collection of performance data for large grant-based projects, such as the Department of Labor's (DOL) Trade Adjustment Assistance Community College and Career Training Round 3 program (TAACCCT 3) in 2013-2017.

## **Higher Ed Experience**

### **Nashua Community College, Nashua, NH**

Jun 2018-present      Institutional Researcher  
Oct 2013-Jun 2018    Associate Vice President, Institutional Research & Academic Affairs  
Aug 2009-Oct 2013    Director, Institutional Research  
Jun 2007-Aug 2009    Institutional Researcher  
Jun 2005-Jun 2007    Adjunct Faculty

### **Middlebury College, Middlebury, VT**

Jun 1979-Jun 1980    Instructor

### **University of Iowa, Iowa City, IA**

June 1977-Jun 1979    Adjunct Faculty

## **Other Experience**

1996-2001      Director, Manufacturing, Storage Computer, Nashua, NH  
1992-1996      Program Manager, CyberStorage Systems, Nashua, NH  
1986-1992      Section Manager, Wang Laboratories, Lowell, MA  
1980-1986      Director, Research & Development, Geographic Systems Inc., Andover, MA

## **Education**

1980    Doctor of Philosophy, Geography, University of Iowa, Iowa City, IA  
1973    Master of Science (MS), Geography, University of Iowa, Iowa City, IA  
1970    Bachelor of Science (BS), Geography, Southern Illinois University, Carbondale, IL

**Karl Wunderlich**

52 Hillcrest Ave, Methuen, MA 01844

978-689-3354

kwunderlich@ccsnh.edu

***Professional Profile***

Motivated to give the students the opportunity to learn and develop the skills necessary to be successful in the Collision Repair Industry through my education and experience in the Automotive Industry.

***Education and Certifications***

AAS, New Hampshire Vocational Technical College, Nashua NH 1983

I-CAR Platinum Individual, ongoing

R-M Onyx Waterborne Refinish Systems 2009

DuPont Chroma System 2007

ASE Master Certified Collision Repair/Refinish Technician, recertification 2006

DuPont Tinting/Blending Refinish Certificate 1998

Duramix Plastic Repair Certificate 1996

***Key Qualifications***

Develop and instruct courses in Collision Repair Technology using teaching aids and strategies to enhance student learning.

Utilize industry accepted standards to teach both theory and hands-on learning.

Mentor new instructors in the Auto Department

To oversee the and guide the Auto Department in the development of new teaching strategies, recruiting efforts, improving student retention and graduation rates, budgeting and purchasing.

Advising students in the Collision Repair Program.

Serve on various college committees

***Employment***

- Department Chairperson, Auto Dept, Nashua Community College, Nashua NH 2005 to present
  - Assistant Professor and Program Coordinator, Collision Repair Technology, Nashua Community College, Nashua NH 1999 to present
  - Instructor and Program Coordinator, Collision Repair Technology, Nashua Community College, Nashua NH 1996-1999
  - Owner/Operator, Karl's Auto Body, Pelham NH 1987-1997
  - Auto Body Technician, Manager, Salem 66 Auto Sales, Pelham NH 1978-1987
  - Auto Body Technician, Betley Chevrolet-Buick, Derry NH 1985

***Professional Affiliations***

Automotive Service Excellence (ASE)

Inter-Industry Conference on Auto Collision Repair (I-CAR)

DuPont Refinishing

# BARRY MEEHAN

3 Mary Paul Lane, Merrimack, NH 03054  
603.494.1561 • barry@barrymeehan.com • www.barrymeehan.com

## QUALIFICATIONS PROFILE

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Talented Sr. Graphic Designer with 10+ years experience who is highly motivated, creative, and versatile. Accomplished at translating client initiatives into successful marketing strategies. A well rounded professional who is broadly competent in strategic marketing development, account management, graphic design and photography for innovative media communications.

### PRINT

- Brand Identity
- Brochures
- Direct Mail
- Trade Show

### PHOTOGRAPHY

- Digital & Traditional
- Studio, Location
- Product, People

### WEB & MULTIMEDIA

- HTML, XHTML
- CSS, CMS
- FLASH
- JavaScript
- SEO, SEM

## PROFESSIONAL EXPERIENCE

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2011-Present **Assistant Marketing Director**, Nashua Community College, Nashua, NH

Manage all graphic design and web content management for Nashua Community College. Provide assistance to faculty and staff in the design and production of marketing literature and web content management.

*Key Achievements:*

- Manage and maintain a custom course schedule module for the web
- Successfully work with peers to accomplish tasks in a timely manner

2004-2011 **Principal**, MPG Services, Merrimack, NH

Manage a graphic design and commercial photography studio providing agency standard print, web, trade show, and photography services for marketing communications.

*Key Achievements:*

- Establish and maintain new client accounts to grow business
- Provide clients with cost effective solutions to marketing strategies

2003-2004 **Sales and Account Manager**, Red Brick Design, Chelmsford, MA

Translated and executed client initiatives into effective marketing campaigns. Coordinated designers, clients, and vendors to meet all project requirements. Managed new business development, marketing presentations and contract negotiations.

*Key Achievements:*

- Initiated company website SEO strategy
- Achieved top 10 results in Google key word searches
- Acquired several new accounts through persuasive sales campaigns

2000-2003     **Art Director**, Red Brick Design, Chelmsford, MA

Worked closely with clients and vendors in the design and production of Brand development materials such as annual reports, brochures, print, web and multimedia projects.

*Key Achievements:*

- Assumed management of quality assurance and proofing
- Managed scheduling and production of client accounts
- Efficiently satisfied tight deadlines with proficient multitasking

1998-2000     **Senior Graphic Designer**, Media Solutions, Merrimack, NH

Managed and coordinated graphic design projects from concept to completion. Maintain client expectations of budget and deadline requirements through efficient use of time management. Conduct client sales and marketing presentations.

*Key Achievements:*

- Implemented digital file management system
- Assumed lead role in quality assurance and proofing
- Established office materials ordering system

1997-1998     **Art Director**, Hamor Group, Merrimack, NH

Studio Photography Manager for busy commercial photography operation. Collaborated with creative team to produce marketing and promotional materials. Produced hi-end digital product photography for use in print, web, and multimedia communications.

*Key Achievements:*

- Collaboratively migrated studio from traditional film to digital imaging
- Organized and maintained digital library of client back-up files
- Implemented digital file management system

1995-1997     **Sr. Display Production Artist**, Image 4, Manchester, NH

Successfully performed all aspects of photographic custom lab management and production for New Hampshire's largest supplier of trade show graphics and displays. Printed all custom color photography for trade show graphics, POP displays, airport graphics and museum installations.

*Key Achievements:*

- Established time management procedures for company
- Maintained materials ordering system and vendor relations
- Performed critical photographic chemical mixing operations

## EDUCATION

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1992	<b>B.F.A.</b>	University of New Hampshire
1988	<b>2 Year Photography Certificate</b>	New Hampshire Institute of Art

## CHRISTINA FORBES

TinaLeeForbes@gmail.com (603) 440-3295  
4 Craig Drive, Merrimack, NH 03054

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### EDUCATION

Emerson College, Boston, MA

**M.A. Writing, Literature and Publishing**, May 2012

University of Connecticut, Storrs, CT

**B.A. English, Minor in Political Science**, May 2007

- Staff writer for campus newspaper September 2003 – May 2007
- Semester abroad, London, Fall 2005

### RELATED EXPERIENCE

THE TELEGRAPH, Nashua, NH

April 2014 – Present

#### Staff Writer

- Cover education beat and general reporting for Greater Nashua
- Perform photography, website maintenance, social media tasks

THE TELEGRAPH, Nashua, NH

December 2013 – April 2014

#### Freelance Writer

- Submit articles and photos for news and events in Nashua

NEW HAMPSHIRE PUBLIC RADIO, Concord, NH

June 2012 – September 2012

#### Newsroom Intern

- Create print and audio news clips, conduct interviews, edit audio for broadcast
- Add news content to NHPR website

MEMORIOUS ONLINE LITERARY MAGAZINE, Somerville, MA

#### Intern

January 2012 – May 2012

- Create publicity material for magazine
- Proofread submissions, update blog, perform administrative tasks

### FUTURES EXPLORED

Vocational Training and Employment Department, Davis, CA

April 2009 – April 2010

#### Employment Specialist III

- Support adults with developmental disabilities in the job setting
- Supervise staff and clients, track client progress on job goals

### ADDITIONAL EXPERIENCE

TRADER JOE'S, Nashua, NH

May 2010 – April 2014

#### Crew Member

- Provide customer service, paint display signs, write product orders, stock product, operate register

NOVA GROUP, Gifu City, Japan

September 2007 – December 2007

#### English Instructor

- Conduct English lessons for adults, teens, children in Japan

### INTERESTS

- Writing, Illustration, Travel, Yoga, Backpacking

## EXPERIENCE

### **Program Coordinator – Computer Training**

#### **Nashua Community College - August 2012 to Present**

- Responsible for curriculum, text book selection, scheduling and adjunct faculty for all designated business computer software courses.
- Performs adjunct faculty observation reports, addresses student concerns, reviews student evaluations of adjuncts
- Advises students
- Volunteers for various college needs such as registration fairs, chaperoning student activities, instructing various system wide symposium workshops
- Implemented Microsoft Imagine Academy courseware in select NCC credit and noncredit courses.

### **Running Start Faculty Partner**

#### **Nashua Community College - Fall 2012 to Present**

- Visits designated high school classes to ensure Business Department curriculum is delivered.
- Completes necessary paperwork as required by the Running Start Program Coordinator
- Works with Running Start Program Coordinator and High School personnel to approve high school faculty and courses to be designated Running Start

### **Adjunct Faculty Member**

#### **Nashua Community College - Spring 2007 to Present**

#### **Completed NCC Online Teaching Certification and NCC Adjunct Certification**

- Instructs Microsoft Office credit courses for the Business Department in a traditional classroom and online:
- Uses Canvas to post student assignments, announcements, and exams
- Instructor for Work Force Development projects and NCC staff Excel training

### **Other Adjunct Positions**

- **Saint Anselm College** – Manchester, New Hampshire – Winter 2002 and Fall 2002
- **Granite State College** – Manchester, New Hampshire - Winter 1999
- **Manchester Community College** - Spring 1998

### **Computer Training Coordinator - January 1995 – April 2001**

#### **State of New Hampshire Department of Transportation - Bureau of Information Technology Services**

- Coordinated the Department's migration from Microsoft Office 4.3 to Office 2000 and from Microsoft Mail 4.0 to Outlook 2000. Created white papers detailing the differences between the two suites and new features, conducted training sessions reviewing white papers
- Coordinated off-site technical and development training for Information Technology Services staff
- Provided user support and responded to Department Help Desk calls

### **Computer Applications Programmer - August 1990 - January 1995**

#### **State of New Hampshire Department of Transportation**

- Wrote and modified structured COBOL programs, analyzed problems and recommended and instituted solutions at a high level

## EDUCATION

**Bachelor of Arts, Computer Science with a Business Influence** - Saint Anselm College

**Masters of Science, Business Education** – Southern New Hampshire University

## RECOGNITION

Nashua Community College 2014 Adjunct of the Year