

Ordway Center for the Performing Arts, www.ordway.org 1996-2005
Human Resources Director

Established and directed human resources department for premiere performing art theatre.

- Generalist position serving executive, professional, administrative, bargaining unit, customer service, security and facility maintenance employees
- Promoted from Manager to Director
- Created and delivered unique customer service diversity training program based on Disney Institute quality service program
- Developed employee handbook, implemented drug testing policy, and created safety program

Walker Art Center, www.walkerart.org 1986-1996
Human Resources Manager

Established and managed human resources department for internationally renowned contemporary art museum.

- Generalist position serving executive, professional, administrative, customer service, exhibition and film crew employees
- Worked part-time as HRIS and Benefits Manager for two years while in graduate school

Education

- Coaches Training Institute, San Francisco, California 2008-2010
 - Fundamentals, Fulfillment, Balance, Process and In the Bones courses, and certified as co-active professional coach
 - Women Venture, Saint Paul, Minnesota 2009
 - Planning To Succeed Core Four Business Planning Course
 - Very Special Arts, Minneapolis, Minnesota 2009
 - Audio Description Training
 - University of Minnesota, Minneapolis, Minnesota 2007-2008
 - One-week summer Split Rock creative writing course
 - James P. Shannon Leadership Institute, Wilder Foundation, Saint Paul, Minnesota 2004
 - Human Resources Certification Institute, Alexandria, Virginia 2003
 - Senior Professional Human Resources certification
 - University of Minnesota, Minneapolis, Minnesota 2003
 - Online review course for SPHR certification
 - Minneapolis College of Art and Design, Minnesota 1995
 - MFA, Visual Art
 - University of Minnesota, Minneapolis, Minnesota 1993
 - Human Resources Generalist Certificate
 - Metropolitan State University, Saint Paul, Minnesota 1988
 - BA, Arts Administration
-