

JAMES F. RINES, P.E., L.L.S., C.P.E.S.C.

President and Sole Stockholder
White Mountain Survey & Engineering, Inc.

EXPERIENCE

2/12 – Present **President**, White Mountain Survey & Engineering, Inc., Ossipee, NH
4/89 – 2/12 **President**, White Mountain Survey Co., Inc., Ossipee, NH

In addition to those responsibilities listed from 10/86 – 4/89, I am directly responsible for day-to-day operation of this firm. I am responsible for the preparation of all proposals, and make numerous presentations before various boards and agencies. I provide expert witness testimony in Civil Engineering, Land Surveying and Sewage Disposal and have been qualified as such in Strafford and Carroll County Superior Courts in the State of New Hampshire, and the New Hampshire Board of Tax and Land Appeals. On January 1, 1998 I became 50% stockholder of White Mountain Survey Co., Inc. and in February 2003 I became sole stockholder in the corporation (February 2012, corporation name was changed).

6/88 – 4/89 **Division Manager**, White Mountain Survey Co., Inc., Bedford, NH

In addition to the responsibilities listed from 10/86 – 6/88, my responsibilities included marketing, client relations, representation before various Federal, State and local boards, as well as all aspects of design and review of projects. I also began performing Phase I, Level 1 Environmental Site Assessments used in conjunction with real estate transactions.

10/86 – 6/88 **Vice President, Engineering**, White Mountain Survey Co., Inc., Ossipee, NH

In addition to the responsibilities listed from 4/85 – 9/86, my responsibilities included supervision of 10 full time personnel, including individuals holding licenses in Civil Engineering, Land Surveying, Subsurface System Design, and Soil Science. Under my supervision and review, the Engineering Department conducted traffic analyses; designed individual and community subsurface sewage disposal systems; water systems; road design; performed drainage analysis and design for commercial and residential developments; and secured Federal State, and local approvals for all of these projects.

4/85 – 9/86 **Civil Engineer Associate**, White Mountain Survey Co., Inc., Ossipee, NH

Responsibilities included the design of both commercial and residential developments, including traffic analysis, sewer and subsurface system design, community water system design, road design, drainage analysis and design. Other responsibilities included all Federal, State, and local approvals for such developments; coordination of contractors and developers and site observations.

9/82 – 3/85 **Structural Engineer**, Stone & Webster Engineering Corp., Boston, MA

Assigned to the Millstone Nuclear Power Station, Site Engineering Group in Waterford, CT. Responsibilities included directly supervising a group of 6 Engineers and co-supervising a group of 42 Engineers. Responsible for delegation of work, generating manpower curves, organizing calculation documentation, and setting priorities based on construction scheduling and deadlines. Other related activities have included computer aided design and analysis in concrete and steel. Familiar with "STRUDL" and "NASTRAN" programs.

3/82 – 9/82 **Structural Engineer**, Stone Webster Engineering Corp., Boston, MA

Assigned to the Millstone Nuclear Power Station, Boston Engineering Group. Worked in a ten person taskforce developing a uniform loading capacity for structural embedments. Other related activities included interdisciplinary drawing coordination and review, and structural steel analysis for local stress effects.

6/80 – 3/82

Structural Engineer, Badger America, Inc., Cambridge, MA

Responsibilities included the design of open-framed structures in both structural steel and reinforced concrete, and the design of their foundations, both soil bearing and pile type, for PolyVinylChloride Plants. Additional related engineering experience was gained in the Engineering Division, developing design aids and coordinating the Design Group with the Project Coordinator.

EDUCATION

1980 B.S. Civil Engineering
University of New Hampshire, Durham, NH

01/81 – 5/81 Environmental Chemistry, Northeastern University, Boston, MA
Solid Waste Management, Northeastern University, Boston, MA

LICENSES/REGISTRATIONS

2012 #1270 Local Public Agency (LPA) Certification in Federal Aid
2010 #36-003285488 OSHA 10 Hour Course "Construction Safety and Health"
2010 #2452 Professional Land Surveyor, Maine (P.L.S.)
2003 #2622 Certified Professional in Erosion and Sediment Control (C.P.E.S.C.)
2002 #906 Licensed Land Surveyor, New Hampshire (L.L.S.)
1991 #S314 Licensed Site Evaluator, Maine
1990 #5823 Professional Engineer, Vermont
1990 #6636 Professional Engineer, Maine
1989 #8657 National Council of Engineering Examiners Certification
1985 #754 Designer of Subsurface Disposal Systems, New Hampshire
1984 #5994 Professional Engineer, New Hampshire

MUNICIPAL/CIVIC EXPERIENCE

2005 – 2013 Trustee, Huggins Hospital Board of Trustees
1986 – 1989 & School Board Member, Governor Wentworth Regional School District
1994 – 2013
1998 – 1999 School Board Chairman, Governor Wentworth Regional School District
2008 – 2010
1987 – 1989 Building Committee Chairman, Governor Wentworth Regional School District
1985 – 2000 Instructor, NH Hunter Education Program
1989 – 2000 Chief Instructor, NH Hunter Education Program
1988 – 1995 Town of Ossipee Conservation Commission
1995 – 1998 Town of Ossipee Planning Board
1987 – 1988 Assistant Scout Master, Troop 234
Expert Witness Civil Engineering, Sewage Disposal, Land Surveying and Firearms Safety, NH
Superior Court
Past Member New Hampshire Wetlands Board

PROFESSIONAL ASSOCIATIONS

Granite State Designers & Installers – Since 1985
N.H. Land Surveyor's Association – Since 2000

MARK LUCY, P.E., C.P.E.S.C.

Senior Design Engineer

EXPERIENCE

- 2/12 – Present **Senior Design Engineer/Project Manager**, White Mountain Survey & Engineering, Inc., Ossipee, NH
- 06/84 – 2/12 **Senior Design Engineer/Project Manager**, White Mountain Survey Co., Inc., Ossipee, NH

Full responsibility for initiation and management of sitework design, duties include but are not limited to company representation at local, state, and federal levels, NHDES Wetlands Bureau permit application plans, NHDES Major Alteration of Terrain permit application plans and computations, NHDES and NHDOT Erosion Control Management Plans – Plan Monitor; maintenance and promulgation of Company Erosion/Sediment Control details, means and methods, site drainage and hydrologic evaluation and design; land planning: commercial and residential site plans, on-site construction observation, and road design; expert witness New Hampshire Board of Tax and Land Appeals (February 2012, corporation name was changed).

- 1/83 – 6/84 **Project Design Manager**, Phillips Engineering, West Ossipee, NH

Responsible for design means and methods for sitework construction, duties included company representation to state agencies, NHDES Wetlands Bureau permit application plans, NHDES Major Alteration of Terrain permit application plans and computations, site drainage and hydrologic evaluation and design, land planning: commercial and residential site plans, on-site construction design monitoring, road design, design of commercial and community sewer and water systems, structural design and drafting.

- 10/81 – 1/83 **Sitework Construction and Structural Designer/Drafter**, White Mountain Survey Co., Inc., Ossipee, NH

Responsibilities included: NHDES Major Alteration of Terrain permit application plans and computations, site drainage and hydrologic evaluation and design, land planning: commercial and residential site plans, on-site construction design monitoring, road design, septic, sewer, sitework and structural design and drafting, survey computations.

- Summers 76 & 77 and 6/78 – 10/81 **Survey Crew Chief, Structural and Sitework Construction Designer/Drafter**
H. Edmund Bergeron CEPA, North Conway, NH

Responsibilities included: survey crew chief for street/sewer surveys in Towns of Whitefield and Conway, NH, company representation to local and state agencies, septic, sewer, sitework, and structural design and drafting, survey computations.

EDUCATION

- 1978 B.S.E.T. Highest Honors, Architectural Engineering Technology, Wentworth Institute of Technology, Boston, MA
- 1973 A.A.S., Architectural and Building Engineering Technology, Vermont Technical College, Randolph Center, Vermont

LICENSES/CERTIFICATIONS

2010	#36-003267358 OSHA 10 Hour Course "Construction Safety and Health"
2003	#2620 Certified Professional in Erosion and Sediment Control (C.P.E.S.C.)
1988	#7260 Professional Engineer, New Hampshire (P.E.)
1979	#211 Designer of Subsurface Disposal Systems, New Hampshire

MUNICIPAL/CIVIC EXPERIENCE

1989/1990	Chairman, Arbor Committee, Conway, NH
1990	Member, Selectmen's Ad Hoc Committee, Site Plan Regulations' update, Conway, NH
1994 – Present	Member, & Chairman, Zoning Board of Adjustment, Madison, NH
1995 – 1997	Member, Congregational Council, Lutheran Church of the Nativity, Conway, NH
1996 – 1997	Member, Selectmen's Master Plan Update Committee, Madison, NH
1996 – 2002	Member, Board of Directors, Moores Pond Association, Silver Lake, NH
2005	Member, Rules Advisory Committee, Alteration of Terrain Program, NH Department of Environmental Services

DAVID R. PAULGER

Engineering Technician

EXPERIENCE

2/12 – Present **Engineering Technician**, White Mountain Survey and Engineering, Inc.,
Ossipee, NH

1989 – 2/12 **Engineering Technician**, White Mountain Survey Co., Inc., Ossipee, NH

Design septic systems, stormwater management systems, shoreland protection, finish grading, roads, driveways, and sanitary sewer systems. Prepare permit applications for alteration of terrain, wetland dredge/fill, shoreland protection, and site plan review. Work with field crew performing boundary, detail, and topographic surveys (February 2012 corporation name was changed).

1979 – 1989 **Design Draftsman**, Phillips Engineering, West Ossipee, NH

Design septic systems, concrete footings and walls, timber frames, drainage systems, finish grading, roads, and sewers. Perform construction inspections, check shop drawings, and provide cost estimates.

EDUCATION

1978 B.S.E.T. Honors, Architectural Engineering Technology, Wentworth
Institute of Technology, Boston, MA

1976 A.A.S. Architectural Engineering Technology, Vermont Technical College,
Randolph Center, Vermont

DAVID R. AITON, E.I.T.
Engineering Technician

EXPERIENCE

02/12 – Present **Engineering Technician**, White Mountain Survey and Engineering, Ossipee, NH
6/04 – 02/12 **Engineering Technician**, White Mountain Survey Co., Inc., Ossipee, NH

Responsibilities include designing: residential and commercial sewage disposal designs; private and municipal sewer design; private water system design; private and municipal road design; private and commercial site development including layout, parking and drainage. All projects include coordination with client and applicable design professionals, state and municipal officials and development of appropriate plans, applications and support materials (February 2012 corporation name was changed).

5/00 – 1/02 **Seasonal Engineering Intern**, Lydall Active Thermal Solutions, Ossipee, NH

Responsibilities included redesign flow switch with outside vendors in order to minimize cost, coordinated development of internal silk-screen design systems and required CAD infrastructure, designed parts and modifications and drafted existing hand-drawn plans into CAD/PDF system.

EDUCATION

2002 B.S. Mechanical Engineering, cum laude
University of New Hampshire, Durham, NH

LICENSES/REGISTRATIONS

2002 #3895 Engineer in Training (E.I.T.), New Hampshire
2006 #1682 Designer of Subsurface Disposal Systems, New Hampshire

WILSON W. STEWART, L.L.S.
Vice President, Surveying, Land Surveyor

EXPERIENCE

02/12 – Present **Vice President Surveying**, White Mountain Survey & Engineering, Inc., Ossipee, NH
12/87 – 2/12 **Vice President Surveying**, White Mountain Survey Co, Inc., Ossipee, NH

Responsibilities have included: client negotiations, contract proposals and project estimating, expert witness testimony (Carroll and Coos County Superior Courts, and New Hampshire Board of Tax and Land Appeals), and maintaining a personal workload of surveys and land development projects, supervision of licensed survey staff and overall production of the survey department as well as monitoring the quality control of all professional products that are generated by this company that are of a boundary and engineering survey nature; including the final review of boundary survey plans, consultation with staff for the determination of boundary lines, and submissions to town and state agencies (February 2012 corporation name was changed).

Since 1993 duties have included that of systems administrator for office LAN. This has involved operating and phasing out a UNIX network, installing, and configuring, and managing a Windows based LAN, installing and properly configuring hardware components, software, and their upgrades. Additionally responsible for researching, implementing and maintaining GPS and data collection technologies.

10/86 – 12/87 **Vice President, Field Production**, White Mountain Co., Inc.
Ossipee, NH and Bedford, NH

In addition to the primary duties noted above, I was responsible for the direct supervision of the entire field staff. This involved training, scheduling, and performance evaluations for up to 15 personnel. Developed and implemented proper procedures for field reconnaissance, traversing, and data acquisition for boundary and engineering specific surveys.

1/83 – 10/86 **Party Chief**, White Mountain Survey Company/Co., Inc., Ossipee, NH
(February 1, 1985 White Mountain Survey Company became White Mountain Survey Co., Inc.).

1/81 – 12/82 **Rod Man, Instrument Man, Party Chief**, White Mountain Survey & Engineering,
West Ossipee, NH

Primary responsibilities were as a party chief with duties extending into the office until becoming licensed in the State of New Hampshire in April 1985. At this time responsibilities focused on the professional aspects of the boundary survey process including but not limited to: deed research, field note reduction, drafting, and final analysis of research and computations requisite to the determination of boundary lines.

EDUCATION

1980 B.S. Forestry (Option: Surveying)
University of Maine, Orono, Maine

LICENSES/REGISTRATIONS

2010 #36-003278631 OSHA 10 Hour Course "Construction Safety and Health"
1985 #674 Licensed Land Surveyor, New Hampshire (L.L.S.)

MUNICIPAL/CIVIC EXPERIENCE

1996-2007 Member, Planning Board, Tuftonboro, NH
1997 – 1999 Member, Zoning Board of Adjustment, Tuftonboro, NH

RONALD C. REMICK, JR., L.L.S.
Senior Land Surveyor

EXPERIENCE

02/12 – Present **Senior Land Surveyor**, White Mountain Survey & Engineering, Inc., Ossipee, NH

3/90 – 02/12 **Senior Land Surveyor**, White Mountain Survey Co., Inc., Ossipee, NH

In addition to those responsibilities listed below, responsibilities have included preparation of boundary surveys, subdivisions, topographic surveys, and certified plot plans. Supervision of projects to their completion for submission to state and local agencies for approvals, lending institutions, and county registry of deeds for recording. Additional responsibilities include client relations throughout project, planning board representations, drafting deed descriptions, expert witness testimony (Carroll County Superior Court), and providing survey support for our Engineering Department and private consultants. (February 2012 corporation name was changed).

1/83 – 3/90 **Party Chief**, White Mountain Survey Co., Inc., Ossipee, NH

Responsibilities included boundary surveys, subdivisions, construction and utilities layout (horizontal/vertical), topographic mapping, client relations, planning board representation, test pit analysis, deed research, drafting and computations, Supervisor of 4 field crews.

10/80 – 1/83 **Instrument Man/Junior Party Chief**, White Mountain Survey & Engineering, West Ossipee, NH

Responsibilities included field surveying for boundary and construction surveys, topographic mapping, test pit analysis, deed research, septic design, drafting and computations.

3/80 **Rod Man**, Perini Powers Constructors, Inc., Seabrook Station, Seabrook, NH

Responsibilities included construction layout of forms, reinforcing bars, plates, etc., and as-built locations.

EDUCATION

1977 A.A.S. Civil Technology
Thompson School of Applied Science
University of New Hampshire, Durham, NH

LICENSES/REGISTRATIONS

2010 #36-003278228 OSHA 10 Hour Course "Construction Safety and Health"
1990 #788 Licensed Land Surveyor, New Hampshire (L.L.S.)
1980 #163 Designer of Subsurface Disposal Systems, New Hampshire

MUNICIPAL/CIVIC EXPERIENCE

2/12 – Present Member, Road Study Committee, Town of Tamworth, NH
7/01 – 7/07 Member, Board of Trustees, Edwin C. Remick Foundation, Remick Country Doctor Museum and Farm, Tamworth, NH;
7/06 – 7/07 Chairman, Board of Trustees, Edwin C. Remick Foundation Remick Country Doctor Museum and Farm, Tamworth, NH
1/02 – 7/05 Chairman, Finance Committee, Edwin C. Remick Foundation
4/99 – 2/00 Member, Zoning Study Committee, Tamworth, NH
1/95 – 3/00 Member, Finance Committee, Tamworth, NH
3/84 – 3/85 Member, Planning Board, Tamworth, NH

PROFESSIONAL/CIVIC ORGANIZATIONS

12/09 – Present	Ambassador, King Pine Ski Area, Madison, NH
2003 – 7/09	Town Representative for all Tamworth, NH Teams in Carroll County Cal Ripkin League
1987 – 2005	Member, Professional Ski Instructors of America, Eastern Division, Alpine Certified Level II
01/01 – 2009	Volunteer Ski Instructor, Eastern Slope Ski Program, K.A. Brett School, Tamworth, NH
Spring 01 – 3/09	Baseball Coach Tamworth, NH team in the Carroll County Cal Ripkin Little Present League
2002	Co-Town Representative for all Tamworth, NH Teams in Carroll County Cal Ripkin League

KEVIN M. ASHE, L.L.S.

Land Surveyor

EXPERIENCE

02/12 – Present **Land Surveyor**, White Mountain Survey & Engineering, Inc., Ossipee, NH
12/01 – 02/12 **Land Surveyor**, White Mountain Survey Co., Inc., Ossipee, NH

In addition to those responsibilities listed below, concentration is now geared toward all aspects of boundary surveys complete from deed research through final plan preparation. Also responsible for preparation of subdivision plans and applications, topographic surveys, expert witness testimony and client representation before local municipal regulatory boards (February 2012 corporation name was changed).

Spring 87 – 12/01 **Senior Draftsman/Surveying Tech**, White Mountain Survey Co., Inc.,
Ossipee, NH

Duties included drafting surveying, engineering, sewage disposal system plans using both manual and AutoCAD techniques; preparation of color renderings for presentations; supervision and maintenance of reprographics equipment and supplies; supervision and maintenance of file room. Duties also included survey crew chief, deed research, survey computations, and boundary line decisions.

Summer 86 – **Printer/Manager**, Minute Man Press, Norwell, MA
Spring 87

Learned all phases of managing a small print shop. Duties included customer contact, price estimating, paste-up, stripping, plate making, operating and maintaining 3M ESP electrophotographic camera system. Also operated Multi 1250 and 1360. Supervised all bindery and finishing work.

Spring 85 - **Pressman**, Copy-Quik, Inc., Everett, MA
Summer 86

Operated and maintained Multi 1250 with T-Head and chain delivery in a high volume pressroom. Responsible for printing two, three, and four color jobs with critical registration. Also mixed ink, made plates and stripped negatives, all with minimum supervision.

Spring 79 - **Pressman**, Jansson, Inc., Waltham, MA
Spring 85

Operated and maintained Multi 1250s with T-Heads and Verk-o-type thermography ovens. Arranged work efficiently to meet specific deadlines. Printed complex, high quality, flat and raised, social and commercial stationery. Also operated Gibson business card slitter, made plates, and cut stock.

Spring 84 - **Reporter (part time)**, Beacon Communications, Acton, MA
Summer 84

Covered town government, committee meetings, and local events.

Fall 78 - **Teacher**, Holy Name School, Ketchikan, AK
Spring 79

Taught 5th grade in a self-contained classroom. Also coached basketball and taught weekly classes in drawing and poster making.

Summer 77 - **Proofreader**, Dimond-Union Stamp Works, Boston, MA;
Summer 78 **Apprentice Printer**, Four Zoas Press, Charlestown, MA

Set type, designed layout, and operated an electric platen press. Collated and bound small books by hand.

Spring 77 **Reporter (part time)**, Webster Times, Webster, MA

Covered town committee meetings and local college sports. Helped research larger stories. Organized complementary writing tutorial with Holy Cross Professor.

EDUCATION

1977 B.A. English
 College of the Holy Cross, Worcester, MA

LICENSES/REGISTRATIONS

2010 #36-003277450 OSHA 10 Hour Course "Construction Safety and Health"
2001 #902 Licensed Land Surveyor, New Hampshire (L.L.S.)

SCOTT J. KOWAL

Party Chief

EXPERIENCE

2/12 – Present **Party Chief**, White Mountain Survey and Engineering, Inc., Ossipee, NH
10/01 – 2/12 **Party Chief**, White Mountain Survey Co., Inc., Ossipee, NH

In addition to responsibilities listed below, duties include deed research, ground control surveys for aerial mapping, and survey precision GPS mapping (February 2012 corporation name was changed).

11/94 – 8/98 **Party Chief**, ATS Survey, Inc. – DiPrete Engineering Assoc., Inc., Cranston, RI

Responsibilities included supervision of a 2-3 person field crew on a daily basis for a medium sized land surveying and engineering firm. Additionally, field duties include boundary surveys of large acreage parcels, lot surveys located on recorded plats, lot surveys on sequentially created lots in residential subdivisions, property line and as-built surveys performed to ALTA-ACSM standards, topographic surveys, excavation of groundwater table test holes and percolation tests for individual sewage disposal systems, route surveys for road and underground utility design, precise leveling utilizing single and three wire methods, aerial photogrammetric control surveys for small and large residential and large commercial projects, layout of subdivision roads, utilities, lots and buildings, offsetting and grading as needed, and low precision global positioning using Trimble ProXL unit with real time navigation beacon.

6/93 – 11/94 **Rodman**, DiPrete Engineering Assoc., Inc., Cranston, RI

EDUCATION

1995 Associates Degree in Architectural Drafting Technology, New England Institute of Technology, Warwick, RI

CERTIFICATIONS

2010 #36-003280183 OSHA 10 Hour Course "Construction Safety and Health"

AWARDS

Rhode Island Distinguished Merit Award – Architectural
Hall Institute T.G. King 2nd Place Architectural Award
Cranston Vocational Technical High School 3rd Place Architectural Award
Rhode Island V.I.C.A. 4th Place Architectural Award
New England Tech Honorable Mention - Architectural

ANDREW L. NELSON
Crew Chief/Field Technician

EXPERIENCE

02/12 – Present **Crew Chief/Field Technician**, White Mountain Survey & Engineering, Inc.,
Ossipee, NH
4/05 – 2/12 **Crew Chief/Field Technician**, White Mountain Survey Co., Inc., Ossipee, NH

As a crew chief/field technician, responsibilities have included leading as well as participating in field work associated with boundary surveys, construction stakeout, site detail surveys, topographic mapping. Have trained new and seasonal field personnel and been responsible for ground control surveys for aerial mapping, and survey precision GPS mapping. Familiar with both single frequency and dual frequency GPS equipment as well as Nikon 820 total stations and TDS Ranger data collectors. (February 2012 corporation name was changed).

8/03 – 4/05 **Apprentice Well Driller**, Hartley Well, Chocorua, NH
Apprentice Pump Installer, Hartley Well, Chocorua, NH

Primary responsibilities included assisting in all stages of well drilling and pump installations. Also responsible as a commercial driver (CDL class B Licensee with Tanker Endorsement).

12/02 – 7/03 **Forest Laborer**, P.A. Nelson Logging, Tamworth, NH

Primary responsibilities included chipper operation, chainsaw work, firewood processing and chip truck driver (non-commercial).

5/00 – 6/03 **Forestry Technician**, New England Forestry Consultants, Alton, NH

Seasonal responsibilities included boundary reconnaissance, blazing and painting boundary lines, GPS data collection, site navigation using compass and pace, harvest and skid trail layout, point sampling, timber cruising, data collection, and data analysis.

EDUCATION

2002 B.S. w/ Emphasis in Forestry
Unity College, Unity, ME

1999 Kennett Regional High School
High School Diploma

CERTIFICATIONS

2010 #36-003280470 OSHA 10 Hour Course "Construction Safety and Health"

Xann L. Teryek
Administrative Assistant

EXPERIENCE

02/12 – Present **Administrative Assistant**, White Mountain Survey & Engineering, Inc.,
Ossipee, NH

10/95 – 01/12 **Administrative Assistant**, White Mountain Survey Co., Inc., Ossipee, NH

Report to President; Responsibilities include performing all secretarial duties for entire staff; handling accounts payable, accounts receivable, and payroll; preparation of annual and quarterly taxes; human resources; assisting with proposals to potential clients; customer services duties as needed by clients; receive all walk-in clients and handle six line phone. (February 2012 corporation name was changed.)

1/95 – 9/95 **Administrative Specialist/Marketing Coordinator**, Ashland Oil/The Valvoline
Company, Lexington, KY

Reported to Zerex and Pyroil Brand Managers/Marketing Department; contact person for outside nationwide sales representatives; established central filing system for entire marketing department; solely responsible for order control reports, product warning labels, and marketing budget; prepared visual presentations for meetings; assisted managers with presentations; initiated and scheduled computer training courses for supervisors.

8/93 – 11/94 **Executive Secretary**, KidsPeace New England, Ellsworth, ME

Reported to Executive Director; interacted and worked directly to assist management; composed and typed correspondence; created and maintained filing system; answered phones as necessary; scheduled appointments; arranged travel plans for entire company; assisted with state licensing needs; recorded minutes of and participated in management team meeting; interacted with clients under supervision of Director of Education; consulted on IEPs.

6/92 – 8/93 **Secretary**, KidsPeace New England, Ellsworth, ME

Prepared client evaluation packets which included the following reports to create a diagnostic evaluation: Social History; Psychiatric Evaluation; Psychological Evaluation; Medical Report; Diagnostic Classroom Evaluation; Summary and Recommendations.

EDUCATION

1987 Burdett School of Business – Boston, MA – Co-op Executive Secretarial Program