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## Professional Profile

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High-performing professional focused on crafting innovative solutions to challenges. Skilled in preparing and implementing communication strategies and developing new initiatives. Excel at identifying and securing resources. Proven performance in coaching, mentoring, and educational roles. Adept at balancing creative, critical, and strategic thinking. Resourceful and articulate continuous learner. Areas of interest include lifestyle and wellness issues, youth and community development, and social enterprise.

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## Skill Summaries

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### Program and Initiative Development

- Established successful communications consulting practices in San Francisco and Boston. Work with clients in business, nonprofit, and government sectors to assess challenges, define goals, and create effective solutions. Collaborate with designers and web developers to optimize content and messaging. Manage freelancers.
- Created and implemented writing skills development program for staff of 35 professionals at top San Francisco public affairs firm. Collaborated with creative director to establish system integrating materials development, review, and production.
- Developed computer-learning labs in underperforming K-5 urban schools. Interviewed teachers to assess student needs. Developed lesson plans to address reading/language arts, math, and computer curricula goals. Researched and secured appropriate software and additional learning resources.
- Planned and coordinated weekend event for 100 minority professionals on Martha's Vineyard. Arranged accommodations and transportation. Organized activities including tours, receptions, and gala clambake for 250 guests and dignitaries including sole surviving Harlem Renaissance author.

### Coaching, Mentoring, and Support

- Coached consulting firm staff to improve writing and strategic communication skills. Conducted individual assessment interviews, crafted customized learning contracts, and prepared annual evaluations.
- Taught computer literacy, LOGO programming, and word processing to diverse urban student population in Grades 3-5. Prepared Grade 5 students for mandatory computer curriculum exam, with all students attaining proficiency. Developed and conducted computer literacy workshops for teachers and parents.
- Mentored student in South African settlement via webcam, text, and phone. Secured study resources for matriculation exams. Coached his social and academic transition to college. Provided guidance on job hunting practices and strategies. Introduced him to City Year South Africa, where he was elected team leader.
- Supported group of five refugees newly settled from various countries. Identified and introduced them to local services and resources in Lawrence and Dorchester, including library, ESL, and transportation. Provided in-home group ESL instruction prior to their acceptance into formal programs.

### Communication and Media

- Collaborated with executive director on developing initial proposal for the Healthy Generations Project, a program that develops resiliency in children and parents residing in high-risk public housing in San Francisco.
- Developed comprehensive public information program covering design process for new San Francisco Bay bridge, including web site, newsletters, media articles, and talking points. Balanced conflicting perspectives on high-profile, controversial project including land use, aesthetics, and environmental impacts.
- Produced award-winning, 15-minute video documentary on the plight of Amerasian children in Southeast Asia. Conducted research and located interview sources. Developed and conducted on-camera interviews.

## Professional Background

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| <b>Communications Consultant</b>               | Beckett Creative (numerous industry sectors)<br><i>Boston, 1998–Present; San Francisco, 1990–1998</i> |
| <b>Managing Editor/Staff Development Coach</b> | Public Affairs Management (environmental consulting firm)<br><i>San Francisco, 1994–1996</i>          |
| <b>Marketing Communications Consultant</b>     | Boston University Executive Programs (professional education)<br><i>Boston, 1989</i>                  |
| <b>Communications Program Associate</b>        | The Partnership, Inc. (private nonprofit)<br><i>Boston, 1988–1989</i>                                 |
| <b>K-5 Computer Education Teacher</b>          | Boston Public Schools<br><i>Boston, 1986–1988</i>   |

## Education

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| <b>Emerson College, Boston</b>              | B.S. in Mass Communication/Television Production   |
| <b>Clark University, Worcester MA</b>       | Graduate coursework in leadership, economics, and business law                             |
| <b>Philanthropy University, Berkeley CA</b> | Online course through UC Berkeley/Haas Business School in Essentials of Nonprofit Strategy |

## Client References

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“Our contractors have to be mature, astute, effective, and independent: Michael was at the top of my list. Strong people skills and good listener with a lot of insight. Worked comfortably with a wide range of practice areas. Innate creativity and aptitude for strategy regularly added value.”

~ **Abt Associates**

“His writing is eloquent, to the point, and tailored to the audience. Insightful interview skills. Quickly grasps the essence of a topic. Pleasant, fun to deal with, and has made my work easier.”

~ **Volpe Center/US Dept of Transportation**

“Michael transformed mundane technical information into interesting stories highlighting our environmental, social, and economic footprint around the world. His flexibility and responsiveness were key assets.”

~ **Genencor International**

## Acknowledgments

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| <i>In the Snake Anthology</i>      | <b>Grand Prize for Fiction, 2011</b>                      |
| Massachusetts Cultural Council     | <b>Playwriting/New Theater Fellowships, Finalist 2003</b> |
| Chesterfield Writer’s Film Project | <b>Screenwriting Fellowships, Semifinalist 2003, 2001</b> |
| Austin Film Festival               | <b>Screenwriting Competition, Second Round 2001</b>       |
| New York Anti-Defamation League    | <b>Dore Schary Award for Humanitarian Filmmaking</b>      |

References available on request.