**PROFESSIONAL EXPERIENCE--Communication Skills Teaching and Consulting**

Teaching and coaching business professionals, public officials, community leaders and students to be more skillful, confident and successful presenters and writers. Client projects include technical and sales presentations, speeches, interviews, and recorded media programs for websites, CDs, and film or video. Services include customized group workshops and individual coaching. Positions, clients and consulting assignments have included:

**TEACHING EXPERIENCE**

• **Babson College, Olin Graduate School of Business, Wellesley, MA** -- Adjunct Professor, Management Division

• **Boston University, Questrom School of Business, Boston, MA** – Adjunct Professor, Communication Courses

• **Brandeis University, Adjunct Professor, International Business School, Waltham, MA** – developed and taught a fieldwork course on international marketing. Coached students on consulting and presentation skills (1990-1992)

• **Northeastern University, Boston, MA--**Adjunct Professor, College of Professional Studies. Teach undergraduate and graduate course in public speaking. Conduct presentation skill workshops for Executive Education Program.

• **Pine Manor College, Chestnut Hill, MA** – Adjunct Professor, Speech and Drama Dept., 2006-2007

**REPRESENTATIVE CORPORATE AND NON-PROFIT CLIENTS**

• **AccuRev, Lexington, MA – t**echnical presentation development and coaching for marketing department and Chief Technology Officer

• **Ann Beha Architects, Boston, MA** – helped principals and staff develop and deliver better sales and technical presentations; conducted presentation skills workshops for new project managers

• ***Build Boston,* Boston, MA** – Conducted workshop on effective presentation skills for architects and engineers at this trade show for the design and construction industry

• **Jordan’s Furniture, Avon, MA** – conducted presentation skills workshops for store management and sales training managers

• **Logitech Corporation, Fremont, CA--** coaching for Europe-based supply chain manager

• **Oxfam America** --- presentation skill workshops for program managers

• **Parsons Brinckerhoff**—team coaching for major highway engineering interview

• **Pioneer Investment Management; Boston, MA** -- trained and coached fund managers and sales representatives on technical and sales presentation skills

• **PDT Architects, Portland, ME—**advised and coached principals on sales presentations, using “story-telling” approach

• **Sirtris Pharmaceuticals**, **Cambridge, MA**—coaching individual foreign-born scientist on presentation skills for in house and international conference presentations

**Actor and Narrator** – Since 1980, performing in live or recorded corporate marketing and training programs, television and radio commercials, television programs and independent films. National corporate clients include EMC, Fidelity Investments, Gillette, McDonalds, L.L. Bean, Genzyme, Boston Scientific, and many others. Television narration credits include PBS programs like *Frontline, Nova* and *The American Experience.*

**Independent Community and Economic Development Consultant 1990--Present**

Designed and conducted programs on economic development strategies for cities and towns in Massachusetts and other New England states. Principal clients were the *U.S. Department of Housing and Urban Developmen*t (*Division of Community Planning and Development)* and the *Massachusetts Executive Office of Communities and Development*. • Organized and conducted regional workshops and conferences. • Developed technical guides and marketing materials. • Prepared major grant proposals to federal agencies for client cities. • Advised client agencies on national program design and implementation.

**Director of Special Projects, Economic Development and Industrial Corporation; Boston, Massachusetts – 1980--1990**

|  |
| --- |
| Organized new institutional partnerships with local universities, the public school system and major local employers to promote business expansion and new job and training opportunities in the City of Boston. • Prepared marketing materials for outreach to employers, residents and institutional partners. • Coordinated leasing and financing arrangements for tenant companies at EDIC industrial parks. **Program Manager, City of Boston; Boston, Massachusetts 1975--1980** |
| Coordinated public participation in planning and design of local public facilities (schools, parks, roadway improvements, etc.) with city construction agencies, consultants and neighborhood organizations. • Created program for redevelopment of surplus city buildings for new residential, commercial and institutional use. • Wrote several winning grant proposals for neighborhood development projects. • Assisted local human service organizations with writing and implementing grant proposals.  **EDUCATION**  • MBA, Boston University Graduate School of Management, 1984  • Master of Urban Affairs, Boston University Metropolitan College, 1976  • B.A., History, with Honors, University of California at Berkeley, 1971  • Junior Year Abroad: George August University, Gottingen, Germany, 1968-1969  **OTHER ACTIVITIES AND AFFILIATIONS**  Screen Actors Guild/American Federation of TV and Radio Artists) |