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# EDUCATION

**NORTHEASTERN UNIVERSITY Boston, Massachusetts**

Online Instructor Certification Ongoing

**WASHBURN UNIVERSITY Topeka, Kansas**

College: Division of Continuing Education August 1998

Conflict Management: Strategies in Dispute Resolution

and Negotiation

**NORTHEASTERN UNIVERSITY Boston, Massachusetts**

College: Arts and Sciences September 1993 – September 2001

Law, Policy and Society Doctoral Program

Doctoral Candidate: ABD

(withdrew from program prior to completing dissertation)

College: Criminal Justice September 1990 – September 1991

Degree: Master of Science Degree

College: Boston Bouvé September 1985 – June 1990

Degree: Bachelor of Science Degree in Education

Center for Continuing Education September 1992 – December 1992

Paralegal Professional Certificate Program

# PROFESSIONAL EXPERIENCE

**Northeastern University Boston, Massachusetts**

**Adjunct Instructor September 1995 – June 1997**

**September 1999 – Present**

* Responsible for preparing course syllabus.
* Responsible for preparing and presenting class lectures.
* Responsible for preparing and grading exams and papers.
* Responsible for preparing online course materials
* Responsible for facilitating online discussions with students

**College of Professional Studies September 1995 – Present**

**Courses taught:**

* Business Statistics 1 & 2
* Sociology 1
* Statistics for Social Sciences
* Research Methods & Evaluations
* Advanced Research Methods
* Senior Seminar
* Criminal Justice Statistics
* Criminal Justice Research Methods
* Criminal Investigations 1 & 2
* Crime Victims
* Law & Society
* Women in the Criminal Justice System

**Advisor for Directed Studies**

* Research Methods & Evaluation
* Statistics for Social Sciences
* Senior Seminar
* Criminal Justice Statistics
* Criminal Justice Research Methods

**College of Criminal Justice September 1996 – March 1997**

**Courses taught:**

* Criminal Justice Research Methods and Evaluation

**Retired State County and Municipal Employees Association Boston, Massachusetts**

Executive Secretary/PEC Coordinator July 1999 – Present

* Responsible for maintaining membership records.
* Coordinate membership recruitments.
* Maintain positive working relationships with 104 retirement boards throughout the Commonwealth.
* Assist with editing semimonthly newsletter mailed to membership, retirement boards, legislators, cities, towns, and counties throughout the commonwealth.
* Conduct research for newsletter and member communications.
* Assist members with retirement and healthcare related issues.
* Assist Association President in all aspects of Association work.
* Assist Office Manager with day to day operations.
* Provide support to Association General Counsel and Legislative Liaison
* Act as coordinator for Public Employee Committees (PEC) throughout the commonwealth in an around healthcare negotiations for public retirees and survivors with local officials and entities.
* Maintain offline databases for Association mailings.
* Conduct data gathering and analysis for presentation and use in Association publications.

**Kansas Department on Aging (KDOA) Topeka, Kansas**

Policy Analyst (MSA 2) June 1997 – June 1999

* Assist with the development of intra-departmental policy.
* Assist with the development of departmental policies pertaining to the various aging programs funded and administered by the KDOA.
* Work in conjunction with the Deputy Secretary to develop a long term Strategic Plan for the department.
* Responsible for coordinating the first annual Budget Summit, fostering a partnership with KDOA and service providers.
* Act as a liaison between KDOA, SRS, and the Medicaid Fiscal Agent regarding policies that impact the Medicaid Home and Community Based Services/Frail Elderly (HCBS/FE) Waiver.
* Responsible for tracking changes to Medicaid regulations, Kansas Administrative Regulations and Kansas Statutes that impact the HCBS/FE and other aging programs.

**Northeastern University Boston, Massachusetts**

Associate Research Scientist: June 1992 – May 1997

* Worked closely with the Principal Research Scientist in the operations and management of a federally funded fifteen state national capital jury project.
* Responsible for maintaining the budget and costs associated with the research projects.
* Assisted with the compilation of grant proposals, development, administration, and maintenance of project databases.
* Responsible for the supervision of all student staff members.
* Assisted with the preparation of materials to be presented at the annual Law and Society and American Society of Criminology meetings.
* Conducted statistical analysis to be used in future publications.

# COMPUTER PROFIENCY

Microsoft Word (Mac)

Microsoft Excel (Mac)

Mac OS 10

Mac iOS 6

SPSS (Mac & Windows)

Blackboard

# PROFESSIONAL ACTIVITIES

1992-1995 Presenter or co-presenter at sessions on the Capital Jury Project at the annual American Society of Criminology, Law and Society, and Academy of Criminal Justice Sciences meetings.

# PUBLICATIONS

Massachusetts Legislators’ Crime and Justice Policy Preferences (with W.J. Bowers, survey conducted by the students of the College of Criminal Justice and released by the Research Program, College of Criminal Justice, Northeastern University, September 1995).

A New Look at Public Opinion on Capital Punishment: What Citizens and Legislators Prefer, (with W.J. Bowers and M. Vandiver), American Journal of Criminal Law Vol. 22, No. 1 Fall 1994.

Massachusetts Citizens’ Punishment Preference for First Degree Murder (with W.J. Bowers, survey conducted and released by the Research Program, College of Criminal Justice, Northeastern University, October 1994).

Kansans Want an Alternative to the Death Penalty (with W.J. Bowers, survey conducted and released by the Research Program, College of Criminal Justice, Northeastern University, April 1994).