

Elisa E.

Bolton, CT

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PROFILE

Administrator with experience in publicity and grant writing for non-profit entities. Professional writer and educator with experience in a variety of capacities.

KEY SKILLS AND COMPETENCIES

- Copywriting, Grant Writing
- Office administrative and grant writing software system proficiency
- Artist

PROFESSIONAL EXPERIENCE

Writing and Research Consultant

True North Teens LLC., (2017-present)

Alternative learning high school serving at risk students with a tailored approach.

- Developing system for entity to target grant requests.
- Write and edit documents for funding letters and grant proposals

The Marks Project, Inc., (TPM) (2016-present)

An on-line database of American studio ceramics serving a national audience.

- Write and edit documents for funding letters and grant proposals
- Develop target list of grants and private foundations aligned with TMP's mission

Office Assistant

Peace Ecology, Inc., (2000-2016)

Peace and Social Justice Organization of internationally renown activists [Judi and Lou Friedman.](#)

- Fulfilled executive administrative duties
- Collaborated with employers to organize office for easier access of materials
- Created customized system for smooth processing of accounts

Writing Tutor for STARS Program

Manchester Community College

STARS Program

- Proofread papers and reviewed with students grammar, sentence structure and content
- Proctored tests and oral presentations

Business Manager

Spazmo Animation and Design

3D Computer Graphics and Animation Business

- Researched leads for potential clients
- Proofread text on graphics
- Translated text into Spanish

Artist in Residence

Torrington Board of Education

Integrated Arts Summer Program

- Participated in planning meetings creating the Integrated Arts Program
- Devised and taught hand built pottery/art lessons to 4th & 5th graders
- Coordinated lessons, projects, supplies and final performance with colleagues ·Developed related curriculum aligned to Common Core Standard for Torrington BOE

Program Manager Healthy Children, Healthy Minds and Project Poetry Live!

EdAdvance (formerly Education Connection)

Healthy Children, Healthy Minds and Project Poetry Live!

- Coordinated needs of teachers, health specialists and staff
- Promoted cooperation among students from different backgrounds
- Facilitated communication between parents, students and staff
- Monitored program venues and gathered information for HCHM grant
- Planned schedules, events and final performance and publicity

COMMUNITY EXPERIENCE

Publicity Committee Chair and Member

Wesleyan Potters

- Wrote press releases and calendar listings
- Brainstormed new publicity strategies
- Planned publicity for Gallery/Shop and Annual Exhibit and Sale
- *Assigned* duties to committee members
- Maintained contact list of advertisers

EDUCATION

- B.A. Russian Studies – Dickinson College

HOBBIES/INTERESTS

- Wesleyan Potters, Middletown, CT Member
- Hand built pottery carved and painted with Native American motifs.