

Public Programs Director - Rigpa US, San Francisco, CA

1997 – 1999. Produced the annual retreat in California for 300-500 people, co-ordinate and communicate with local volunteer groups in the US, local and national publicity for retreats, seminars and evening events, developing and producing (with a small volunteer crew) local seminars and workshops, communicating with the international parent organization.

Editorial Production Manager – Manhattan, Inc. magazine

1988 – 1992. Coordinated with art directors and all editorial staff to meet deadlines for all editorial content. Supervised a staff of layout artists. Worked with type house to manage switch over to computer typesetting. Worked with printer to obtain and correct proofs.

Design Production Assistant – freelance at US magazine, Details, Esquire, Manhattan, inc.

1982–1988

Education

Multimedia Certificate in Web Design and Production, Berkeley City College, Berkeley, CA
Graduate of The Helix Training Program, New York City
Bachelor of Science, Textile Design, Philadelphia College of Textiles and Sciences,
Philadelphia, PA