Teaching & Training

- Teach start-up companies how to manage their own website
- Web-based course creation, training, seminars, and workshops
- Write and direct web based instructional videos
- Seminars & workshops (on & off site)
- Facilitate, coordinate and teach career camps for middle & high school students
- Conference presentations (State & National)

Writing

- Curriculum Writing: lesson plans, course goals, checklists, assessments, course satisfaction surveys, hands-on projects
- Technical Writing
- Operational Handbook
- Standard Operating Procedures (SOP)

Project Management

- Facilitate, monitor and create high school to college Articulated College Credit (ACC) (local, regional, state) agreements
- Website content writing & review
- Website manager www.CTEcreditMN.com (to include a student paperless certificate system)
- Webmaster www.daughtersofnorway.org (update site content & photos)
- Website creator for www.stpaulicemeterysd.org
- Website creator for https://bluewater-mn.com
- NATEF automotive self studies & recertification
- PLTW (Project Lead The Way) Engineering Certification & Re-Certification
- Facilitate Programs of Study (POS)
- Assist high school faculty with MN CTE (Career & Technical Education) program approvals
- Advisory committee coordination (communications, agendas, logistical support (lodging, catering, meeting rooms)

Marketing

- Execute company marketing plan with consistency
- MailChimp marketing
- Improve databases for target marketing
- Create new and updated marketing postcards
- Write press releases

Grant Coordination

- Grant writing
- Performance reporting
- Coordination
- Research
- Editing/proofreading
- Grant review