

LAUREL LAFRAMBOISE

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QUALIFICATIONS PROFILE

Results-driven professional with extensive experience in all aspects of teaching/training, program and communications management. Proven record of delivering sustainable results and successful execution of project management and communication functions. Dedicated to team leadership, cooperative development of communications vehicles, and truly creative solutions to communication barriers. Technical proficiency in Microsoft Office (including Access), Adobe Products, ArcGis, and PageMaker. Core competencies include:

- Newsletter, report generation/editing
 - Budgeting & project management
 - Process improvements/change management
 - Remodeling & renovation projects
 - P&L responsibility & financial management
 - Teacher's manuals, course catalog, brochures
 - Website development (Sharepoint & Internet)
 - Training plan development and execution
 - Contractor performance evaluation
 - Contract negotiation
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HIGHLIGHTS & ACHIEVEMENTS

- Assisted with the creation of the VTrans Training Center including the development of its mission, strategic plan, course materials, media materials and websites.
 - Played a key role in designing, implementing and editing for 9 years a division newsletter responsible for helping improve morale and sharing vital information among division employees.
 - Assisted the state-wide committee in writing the first climate change reduction strategies while championing electronic document management as a way to save space and reduce costs.
 - Helped write and edit in-house agency annual reports; won a national award its first year.
 - Participated in the National Association of State Facilities Administrators (NASFA) and served as the Regional Vice President for 4 years and Communications Committee Co-Chair for 2 years.
 - Created a video on CD explaining green building features with other members on the Education Committee of the Vermont Green Building Network.
 - Implemented electronic document management strategies in Operations Division and worked with the Agency committee to increase the use of virtual processes.
 - Created hands-on curriculum for public school environmental science and private school for emotionally disturbed boys.
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PROFESSIONAL EXPERIENCE

Grandbaby sitter (October 1, 2013 to present)

Vermont Agency of Transportation Training Center – Berlin, VT (April 1, 2011 – July 1, 2012)

Curriculum Development Coordinator and Planning Section Chief

Utilized all the skills I had developed over various positions to guide a new training center into existence.

- The first course offered, Construction Safety Awareness, was very well received by the field personnel who attended the 5 day course. Over 300 Operations personnel attended before I left.
- Designed a course catalog, class brochures, Sharepoint websites, a task management system, and helped develop training paths for various employee types.
- Worked with other providers of instruction to create a "learning campus" at the training center, which would include possible college credits and other certifications for attendees.

VT Agency of Transportation Operations Headquarters– Montpelier, VT (1997 – 2008)

Technical Writer and Facilities Program Manager

Utilized technical writing and artistic design expertise to develop and maintain Agency and State-wide communications vehicles such as reports, handbooks, newsletters, and brochures:

- Developed a "Buildings Book" for Operations Division that detailed all its facilities with photos and important data.

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- Edited every two years the updated version of the Agency's Town Officials' Handbook for VTrans.
- Designed and edited a quarterly newsletter called Tips 'N Tricks which became an extremely popular vehicle for transmitting Operations Division information.
- Lead member of the committee that designed and edited in-house Agency annual reports, saving the Agency nearly \$50,000 annually over previously out-sourced reports.
- Helped develop strategies to include in the first report to the Governor of the Climate Neutral Working Group.

Utilized organizational skills to manage a variety of programs and projects.

- Organized the Vermont State Employee Greenup Day, an annual event which required soliciting volunteer litter pickers through an advertising campaign and working with Operations Division personnel to use them effectively.
- Created and managed real property inventory and facilities maintenance project databases. Authorized and tracked spending for several programs with funding totaling several million dollars. Played a key role in developing the Request for Proposals (RFP) for projects.
- Served as the Operations Division Real Property Specialist, which encompassed preparing documents, researching deeds, and complying with State procedures for acquisition, disposition, and property leases.
- Maintained full responsibility for initiating a project to upgrade lighting in all State garages, which included gathering inventory, working with vendors to determine appropriate replacements as well as liaising with Buildings and General Services Division to obtain funding through the energy efficiency revolving loan fund.
- Created and implemented an energy use tracking system for over 100 Agency facilities and reported quarterly to State-wide energy tracking committee.

Additional Experience

Science/Social Studies Teacher – Brookhaven School, Chelsea, VT; South Royalton School, South Royalton, VT; Operations Manager/Owner – Marketplace Bakery, Northfield, VT, Owner RazHill Farm, Chelsea, VT, candidate for Vermont US Senate, (www.votekiss.org)

EDUCATIONAL BACKGROUND

Master of Arts, Secondary Education in Science

Norwich University, Northfield, VT

Bachelor of Science, Animal Science

University of California, Davis, CA

Professional Experience: Efficiency Vermont's conferences on Better Buildings by Design, National Association of State Facilities Administrators annual conferences, various day and week-long courses related to writing, facilities management, and electronic document management, environmental education stipends

AFFILIATIONS

Board Member & Secretary – Vermonters for Educational Choice

Board Member & Education Committee Member – Vermont Green Building Network

Vice President, Eastern Region & Communications Committee Co-Chair – National Association of State Facilities Administrators

MILITARY EXPERIENCE

U.S. Army, Germany – Sgt. E-5, tracked vehicle mechanic