

Dawn Archbold

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Summary: A 25+ year professional providing topnotch executive support services to businesses, nonprofits and individuals. Specializing in start-up ventures, marketing and branding, project development, special events, grant writing and providing outstanding, personalized administrative support.

Highlights

C.A.R.E.

Citizens Assistance Registry for Emergencies

With local law enforcement, created program to keep vulnerable populations safe in emergencies. In 2015, program was adopted statewide in Vermont.

NEW FOUNDATIONS

Transitional housing for single parents & children at risk of homelessness.

Secured \$1/2M private donation to purchase building. Served as Clerk of the Works during renovations. Created all policies & procedures for program.

FIREWOOD PROGRAM

Developed relationship with state to create a firewood program serving low income population in rural Vermont community.

Program is the largest volunteer wood bank in New England.

Special Skills

Word
Excel
Access
InDesign
Marketing
Powerpoint
Transcription
Grant Writing
Public speaking
Start-up initiatives
Financial management

Employment

Owner • Virtual Lemonade

2016-present

Providing executive support services in the virtual world.

Project management, marketing, grant writing, fundraising, special events, graphic design, organizational assessments, research, personal assistant and administrative functions.

Executive Director • United Way of Lamoille County

1999-2016

Started as 1/2 time director and grew organization to five (5) employees.

Increased fundraising campaign by 65% in first five (5) years. Created several noteworthy programs which remain in existence. Responsibilities: budgetary, financial and grants management, grant writing, managed annual campaigns, supervised staff and volunteers, coordinated and provided oversight to volunteer board of directors and committees, developed and implemented marketing strategies, designed all marketing materials, media relations.

Financial Manager • Lamoille County Planning Comm.

1990-2002

Started as office manager and advanced to financial manager.

Responsible for financial management of grants and contracts, budget development/oversight, employee benefit coordination, payroll, A/P, A/R, special events planning, membership drive coordination.

Office Manager • Anchorage Child Abuse Board

1985-1989

Managed office of seven (7) administrators and mental health counselors.

Responsible for transcribing counselor notes, engaging with children while parents were in counseling sessions, general office administration.

Various positions • Johnson State College

1981-1990

Executive Assistant to Academy Dean & Dean of Graduate Studies (1989-1990)

Administrative Assistant to Conferences & Special Events (1983-1985)

Served as student employee in Business & Registrar's offices (1981-1983)

Education

B.A. Business Management • Johnson State College • 1985

Community Service

Justice for Dogs

Present

Lamoille Region Chamber of Commerce

2015 - 2017

United Ways of Vermont

1999 - 2016

Green Up Coordinator - Hyde Park, VT

1993 - 2005