



Catherine A. Morey, B.A., A.A.S.
Project Management Coordinator

Expertise

- Implement and execute project management initiative
- Provide project support to project managers and engineers on a variety of technical projects.
- Editor in Chief, Copy Editor, Publisher, and Distribution Manager of company's external newsletter.
- Conceive, design, organize and execute corporate marketing events and programs.
- Organize and execute the permitting applications throughout the various Cape Cod & Island's town hall departments; including Conservation Commission, Board of Health, Planning, and Zoning Boards.
- Manage tradeshow and conference logistics; including staff schedules, speaking slots, booth setup, onsite company representation, and compiling meeting reports.
- Implement and design new database structures to enable the company wide sharing of leads and information.

Education

Graduate Certificate in Applied
Project Management – 2012
Boston University Corporate
Education Center
B.S., Business Administration –
1993 Michigan Technological
University
A.A.S., Engineering Technology
– 1991 Michigan Technology
University

Professional Affiliations

Project Management Institute
Member
The Commonwealth of
Massachusetts Notary Public
Michigan Technological
University Alumni Association
Theta Chi Epsilon Sorority

Qualification Summary

- 16 years of professional experience supporting project managers and engineers on a variety of technical projects
- 7 years experience devoted specifically to project management coordination and concepts
- 5 years project management experience specific to US Army Corps of Engineers prior task order
- Skilled in Microsoft Office; including MS Project
- Skilled in the planning and execution of marketing events and programs. Including the production of corporate presentations, datasheets, advertisements, video and CD product tools, and processing web site modifications
- Strong knowledge and understanding of Wetlands and Waterways regulations and By-Laws regarding permitting requirements and interpretations
- Strong communications skills, including technical writing and illustration
- Excellent problem-solving skills

Work Experience

2008-Present	Project Management Coordinator / Special Projects Assistant, Woods Hole Group
2004-2008	Permitting Specialist and Engineering Assistant, Coastal Engineering Co., Inc.
2003-2004	Sales and Marketing Coordinator, Butler Automatic
2001-2003	Marketing Analyst, C&I Steel, Inc.
1999-2001	Programs and Events Specialist, IONA Technologies

Key Projects

Environmental Planning and Consulting Services Task Order Contract, US Army Corps of Engineers New England District – Special Projects Assistant

Woods Hole Group is the prime contract holder for a Task Order contract with USACE NED that will extend up to 5 years and \$15M beginning in November 2008. The scope of work includes a diverse suite of environmental consulting services, such as field data collection and monitoring, laboratory studies, risk assessments, EIS preparation, HTRW site support, and other specialty service areas as required by NED and other Districts within the North Atlantic Division (e.g., oceanography, coastal modeling, environmental economics, archaeology, etc.). Ms. Morey works directly with the Program Manager, individual Task Managers, and USACE Technical Leads to provide complete USACE Contract Administration Support. Throughout the entire contract period the goals and objectives of the US Army Corps of Engineers Task Order Contract are continuously monitored, reported on (internally and externally) for compliance to budgetary and scheduling requirement.