

Catherine A. Morey, B.A., A.A.S.

Project Management and Marketing Coordinator

EXPERTISE

- Implement and execute company-wide project management initiative.
- Provide project support to project managers and engineers on a variety of technical projects.
- Conceive, design, and execute corporate marketing events and programs.
- Company database and Website manager.
- Editor in Chief, Copy Editor, Publisher, and Distribution Manager of company's external newsletter.
- Manage tradeshow and conference logistics; including staff schedules, speaking slots, booth setup, onsite company representation, and compiling meeting reports.

QUALIFICATION SUMMARY

- 24 years of professional experience supporting project managers and engineers on a variety of technical projects.
- 13 years experience devoted specifically to project management coordination and concepts.
- 5 years project management experience specific to the US Army Corps of Engineers Environmental Planning and Consulting Services Task Order Contract
- Strong problem-solving and communications skills, including technical writing and illustration.
- Skilled in Microsoft Office, Adobe Photoshop, Illustrator and Dreamweaver; including MS Project.
- Skilled in the planning and execution of marketing events and programs. Including the production of conference displays, corporate presentations, press releases, datasheets, corporate videos, and advertisements.
- Strong knowledge and understanding of Wetlands and Waterways regulations and By-Laws regarding permitting requirements and interpretations. Specifically, the permitting applications process throughout the various Cape Cod & Island's town hall departments; including Conservation Commission, Board of Health, Planning, and Zoning Boards.

WORK EXPERIENCE

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| 2008-Present | Project Management and Marketing Coordinator, 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 |



Education

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

Licenses and Registrations

Sidebar Text

Professional Affiliations

- Project Management Institute Member
- The Commonwealth of Massachusetts and Consulate General of Brazil Notary Public
- Michigan Technological University Alumni Association
- Theta Chi Epsilon Sorority

Publications & Presentations

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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.