

Jaime M. Lee
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OBJECTIVE & PURPOSE

Seeking a position as a field assistant to (1) gain practical knowledge of and familiarity with wildlife research techniques and (2) explore working with different taxa. Gained experience will inform the direction of future graduate studies.

Acquired research skills, combined with my background in public policy, land use planning and grant writing, will position me for an effective career in wildlife conservation.

EDUCATION

GRADUATE SHORTCOURSE

Year: 2017
University: Castleton University, Castleton, Vermont
Course: Field Techniques and Current Topics in Wildlife Biology
Instructors: Dr. John McDonald & Dr. Bill Healy
GPA: 4.0 (3 credit hours)

UNDERGRADUATE

Year: 2002 – 2006
University: Green Mountain College, Poultney, Vermont
Degree: Bachelor of the Arts - Environmental Studies
Major: Human Sciences, Policy & the Environment
Minor: Biology
GPA: 2.985

KNOWLEDGE & ABILITIES

GIS
RADIO TELEMETRY
LAND USE PLANNING
GRANT WRITING
PUBLIC SPEAKING
RESEARCH
COMMUNITY OUTREACH
COMMUNICATIONS

CERTIFICATIONS

HUNTER'S SAFETY EDUCATION
BOATER'S SAFETY EDUCATION
PROJECT WILD

EXPERIENCE



2016 – September: Hawaii Wildlife Fund | Maui, Hawai'i
Field Assistant, Hawksbill Sea Turtle Recovery Project

Carefully monitored nests; guarded against predators; performed dawn patrol for new nests and false crawls; snorkeled transect to survey for Hawksbills; handed out brochures and interacted professionally and courteously with the public on Hawksbill status, natural history, and conservation efforts.



2016 – May: Audubon Society Puffin Project | Outer Green Island, Maine
Island Supervisor Assistant, Outer Green Island Common Tern Colony

Conducted daily behavior observations (courtship feeding); conducted daily bird count and condition assessment; capture, measurements, band & release; re-sighting surveys; blind repair & campsite maintenance; invasive species removal; predator control (gull harassment and egg oiling).



2016 – March: Cape Eleuthera Institute | Eleuthera, Bahamas
Field Assistant, Sea Turtle Team & Shark Team

Capture, tagging, measurements, record and biopsy of Green sea turtle and tiger shark; craft-assisted turtle chase and turtle seining; Baited Remote Underwater Video Stations (BRUVS) setup and review.



2012 – Summer: The Nature Conservancy/The Orianna Society, Vermont
Field Assistant, Timber Rattlesnake Research

Used radio-telemetry to locate individuals, capture, take measurements and release.

PUBLIC SPEAKING

PUBLIC TALKS

- 2015:
Sustainability 2020
 Green Mountain College Campus
- 2013:
Poultney 2020
 VT Council on Rural Development
- 2012:
Conservation Planning for Municipalities
 Vermont Natural Resources
- Renewable Energy Conversations**
 Poultney Town
- Community Health Index**
 Rutland Regional Medical Center

GUEST LECTURER TO UNDERGRADUATE STUDENTS

- 2016:
Community Planning & Co-Op Business Models
 Public Policy Class, Green Mountain College
- 2015:
Perspectives on GIS
 Intro to GIS Lab, Green Mountain College
- Biology & Wildlife Management Areas**
 Biology II Lab, Green Mountain College
- 2013:
Community Planning & Radical Activism
 Public Policy Class, Green Mountain College

PROFESSIONAL REPORTS

- 2015 – Poultney Unified Bylaws
 Poultney, Vermont
- 2014 – Building Healthy Communities Report
 Rutland Regional Planning Commission
- 2012 – Wildlife & Natural Habitats, Regional Plan
 Rutland Regional Planning Commission
- 2008 – Pawlet Unified Bylaws
 Pawlet, Vermont

GRES | 2016

VERBAL: 162, 90th %

QUANTITATIVE: 154, 55th %

WRITING: 5, 93rd %

CONFERENCES ATTENDED



2016 IUCN
 World Conservation Congress



Northeast Partners in Amphibian &
 Reptile Conservation 2016 Meeting

SKILLS

FIELD SKILLS

- Bird Banding (size 0 & 7)
- Re-Sighting (size 7)
- Cage Trapping
- Sea Turtle Tagging
- Radio Telemetry
- Game Camera Operation
- Seine Netting
- Small Mammal Trapping

HARD SKILLS

- ArcGIS 10.x
- Adobe Suite
- Microsoft Office Suite
- R Programming
- HTML/CSS/PHP
- Wordpress/Squarespace
- PC / Mac
- CartoDB / Mapbox

SOFT SKILLS

- Work Ethic ■■■■■■
- Attitude ■■■■■■
- Conflict Resolution ■■■■■■
- Organization ■■■■■■
- Strategy ■■■■■■
- Teamwork ■■■■■■
- Troubleshooting ■■■■■■
- Creativity ■■■■■■

OTHER PROFESSIONAL EXPERIENCE

2013-Present

Consulting
Jaime M Lee Consulting Services

web design • website programming • user experience
troubleshooting • ecommerce • photography • layout
copyedit • email marketing campaigns

Outcomes: Expanded reach and provided fundraising opportunity for nonprofit organizations. Enabled small business owners to compete regionally and globally. Between building catalogues and providing eCommerce functionality, outcomes include increased efficiencies, reach & sales.

2013-Present

Communications/Marketing
Haystack Worldwide

website production/design/development • UX • wordpress
analytics • SEO • inbound marketing • troubleshooting
PowerPoint/Keynote/Prezi design • PDF and print media
design • logo design • HTML Emails

Outcomes: Enabled NYC and LA communications and investor relations firms to take advantage of online communications in an evolving technical world. Self-taught in all website and digital media (emails, presentations), and learned SEO and Google Algorithm tricks through experts in the field. Ensured continuity of messaging by designing and implementing training for all clients.

2014-2017

Social Media Coordinator
Green Mountain College

content writing (promotional & journalistic) • social media
strategy across channels • website and social media integration
• social media ad buys, campaigns and results tracking

Outcomes: Helped GMC communicate across departments to build a new website and improve brand messaging. Established social media policy and plan, distributing crucial messaging to target audiences and increased accountability of conversion metrics.

2006-2016

Downtown Manager
Poultney Downtown Revitalization Committee

research • grant writing/administration • fundraising • event
planning • networking • state programs & historic preservation
• public speaking • adult technology education

Outcomes: In working with the PDRC I've helped expand the downtown designation, established new annual events, provided networking between the municipality and multiple community organizations, applied for and administered numerous grants to improve safety and walkability of the Downtown (from sidewalks to signage and other traffic calming devices), digitized documents and provided vital mapping services using ArcGIS, provided online training to business owners, spearheaded fundraising campaigns, and launched a website to provide information and accept online donations for ongoing projects.

2007-2009, 2011-2014

Regional Planner
Rutland Regional Planning Commission

town & regional planning • consulting • document
editing/formatting • research & statistical analysis • grant
writing/administration • project organization • natural
resources/conservation planning • healthy communities
planning • smart growth & downtown designations • Act 250

Outcomes: Above and beyond typical regional planning duties, I was able to assist two municipalities in the creation of Conservation Zoning Overlay Districts, authored the Wildlife and Natural Habitats chapter of the Rutland Regional Plan (2013), and co-authored several grants for large scale projects, notably winning \$70,000 in grant funding for the Stone Valley Scenic Byway and providing written and mapped materials that helped secure over \$1,000,000 in funding for the Rutland Creek Bike Path.

2006-2013

Assistant Town Manager, Town Planner
Town of Poultney

grant writing/administration • event planning & fundraising
correspondence & networking • flood hazard/natural resource
mapping • permit creation/recording/organization • secretary
to hearings/meetings • regulatory & non-regulatory language
proposals • research & statistical analysis

Outcomes: Won over \$250,000 worth of grant awards, including acquiring 56 netbooks for Poultney's 5th and 6th graders, sidewalk scoping studies, Safe Routes to School programs and bike racks, and town events; moderated Poultney 2020 group talks; organized Poultney 250th celebration.

COMMUNITY SERVICE

2006-Present

Commission Member & Consultant
Poultney Planning Commission

Municipal Planning Grant • town plan update hearings
scheduling • organization • mapping • research

2006-2017

Secretary
Poultney Downtown Revitalization Committee

Transportation Enhancement Grants • VTrans Bike/Ped Grants
scheduling • organization • mapping • research

VOLUNTEER

2006-Present

Board Member
Poultney Development Review Board

hearings • scheduling • organization
mapping • research

VOLUNTEER

2014-Present

Board Member
Preservation Trust of Vermont

fundraising • committee work
website consultation

VOLUNTEER

2015-2017

Board Treasurer
Stone Valley Co-Operative Market

fundraising • committee work • website development
QuickBooks • email campaigns • budget consulting

VOLUNTEER

2012-2016

Secretary
Poultney Valley Snowmobile Devils

clerical work • trail mapping/GIS

VOLUNTEER

2007-2015

Coordinator
Poultney 4th of July Committee

event planning • parade lineup • chair meetings • media
fundraising • correspondence • budgeting
vendor organization

2008-2014

Coordinator
Youth Flea Market

event planning • chair meetings
media • fundraising

2012

Photographer
TEDx Manchester Village Center

setup • photography • processing
online dissemination

VOLUNTEER

2010-2013

Assistant
Poultney Area Chamber of Commerce

website maintenance • graphic design

2011-Present

Volunteer
Green Mountain Senior Outreach Program

computer troubleshoot • installation
adult technology education

VOLUNTEER

GRANTS AWARDED TO-DATE

Agency	Grant	Applicant	Project	Amount	
e-Vermont Program	<i>State</i>	e-Vermont Program	Poultney (Town)	Various Projects increasing local understanding & usage of Broadband internet	Variable
VTrans	<i>State</i>	Bike and Pedestrian	Poultney (Village)	Purchase and install 2 bike racks (health food store, town offices)	Variable
Dept. of Transportation	<i>State</i>	Bike and Pedestrian	Poultney (Village)	Sidewalk connecting Senior Housing to Downtown amenities	\$168,740
National Byways	<i>Federal</i>	Vermont Scenic Byways	RRPC & BCPC	Design a logo; create a brochure; create a website, co-authored with RRPC Staff	\$70,000
USDA	<i>Federal</i>	Rural Business Enterprise	Poultney (Town)	Stone Valley Community Market: Business Plan, Incorporation, Design & Marketing	\$32,000
Safe Routes to School	<i>Federal</i>	Safe Routes: Phase I	Poultney (Town)	Administration, Encouragement, Enforcement, Education & Evaluation	\$17,110
DEC	<i>State</i>	Climate Change Grant	Poultney (Village)	Replace old & inefficient well-pumps with new, efficient models	\$12,000
VTACCD	<i>State</i>	Municipal Planning Grant	Poultney (Town)	Hire consultant to create Unified Bylaws (Zoning, Subdivision, Flood)	\$7,084
Preservation Trust	<i>State</i>	Community Forestry	PDRC	Plant 13 trees in Downtown	\$6,650
VT DHCA	<i>State</i>	Municipal Planning Grant	Poultney (Town)	2010/11 Town Plan Update	\$5,000
Community Foundation	<i>Local</i>	Hills & Hollows	Poultney	Children & Family entertainment at Poultney 4 th of July Festivities	\$5,000
Community Foundation	<i>Local</i>	Hills & Hollows Grant	Poultney (Town)	Municipal Website	\$2,500
Community Foundation	<i>Local</i>	Hills & Hollows Grant	Poultney	4 th of July Entertainment, 2008	\$2,500
Community Foundation	<i>Local</i>	Hills & Hollows	Poultney	Recreation Program Scholarships for Low-Income families	\$2,400
VT DHCA	<i>State</i>	Municipal Education Grant	Pawlet	Essentials of Local Land Use Planning: Training (VLCT)	\$800
Community Foundation	<i>Local</i>	Hills & Hollows Grant	Poultney	Sponsor a "Youth Flea Market"	\$500

Total to-date: \$332,284

(does not include awards received through eVermont, which were numerous and ongoing)