

MEREDITH SCIARRIO

Project Support Administrator, Consensus Building Institute, Inc.
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PROFESSIONAL EXPERIENCE

Nov 2008-
present

Consensus Building Institute
Project Support Administrator

Cambridge, MA

- Assist with project development and management including conducting background research, serving as the meeting recorder, and writing meeting summaries. Coordinate and manage logistics for project meetings and workshops including attendance and contact lists, catering, and meeting supplies. Correspond and coordinate with clients, project stakeholders and the public, including fielding questions as necessary. Schedule and coordinate assessment stakeholder interviews for multiple projects. Assist CBI staff with daily administrative needs.
- Write research pieces for the public apologies website used in trainings.
- Design meeting materials, such as flyers, signs, fact sheets, and agendas via InDesign. Develop and maintain project websites to hold project overview, meeting updates, and meeting documents. Develop and send html e-blasts to project listserves.
- Created a proposal process and serve as coordinator for development of CBI's proposals. Includes coordinating proposal language with staff, compiling all necessary information, and formatting and submitting proposals.

Jul 2007-
Oct 2008

English Language Center
Student Services Coordinator

Boston, MA

- Provided daily administrative support including responding to inquiries about ELC, preparing copies for teaching materials, and general organization of the school. Collected any necessary payments including application fees, tuition, housing and other fees. Corresponded with international agents concerning individual and group bookings. Assisted students with information, advice, and referrals, and assisted the President and Director of ELC daily as needed. Prepared monthly after-school cultural activities calendars and coordinated all details for daily school activities. Organized specific activities and excursions for student groups, including all coordination with international agents and group leaders. Created specialized calendars for Executive and English Plus students including social receptions, professional lectures, and music concerts. Planned and coordinated celebratory events for the thirtieth anniversary of ELC including all organization and correspondence with caterers, venues, musicians, and guests. Consulted with ELC's Internship Program students on their resumes, cover letters, and interview skills, researched for relevant internships and arranged their interviews with companies.

2004-2007

AIDS Awareness Committee

Chestnut Hill, MA

Co-President 2006-2007, Executive Board Member 2005, Member 2004-2005

- Coordinated and led the annual "Run for Relief" 5K race with proceeds going to the Multicultural AIDS Coalition, Inc., a Boston AIDS non-profit organization. Planned and directed the annual "Artists for AIDS" benefit performance of local dance and vocal groups, with proceeds going to Light in Africa, an African AIDS orphanage. Led weekly

meetings for the general group as well as executive board meetings. Organized local volunteer opportunities such as at the Boston Living Center. Scheduled lectures and discussions to educate the student body about pressing AIDS issues. Requested donations to secure sponsorship from local companies for the annual 5K race. Compiled and distributed news articles to AAC members to spread the awareness of new global AIDS updates. Received “Community Champion Award” in 2006 from the Massachusetts State Lottery for AAC’s service efforts.

Summer 2005 **Broadway in Boston** Boston, MA
Operations Assistant

- Provided logistical and administrative support to the operations department through organization, filing, and answering main phone line as needed; volunteered at the formal season announcement of shows for 2005-2006

1999-2005 **Dr. Stephen Sciarrio, DDS** Hooksett, NH
Clerical Assistant/ Receptionist
Summers 1999-2004, Winter 2004-2005

- Provided administration support by filing charts, making confirmation calls, and general organization of the office. Improved and updated the patient and insurance databases.

EDUCATION

2004-2007 **Boston College** Chestnut Hill, MA
• Bachelor of Arts in History, cum laude
• Honors: First Honors Dean’s List, Golden Key International Honor Society, Alpha Sigma Nu Jesuit Honor Society

2005-2006 **Gonzaga-in-Florence** Florence, Italy
• Academic year abroad, studying history and art history

2003-2004 **Dickinson College** Carlisle, PA
• Awarded John Dickinson Presidential Scholarship and Engage the World Fellowship

ADDITIONAL SKILLS

- PC and Mac; Word, Excel, Powerpoint, Filemaker Pro, InDesign
- Background in French and Italian

SELECTED PROJECTS

Fresh Pond Shared Use Process, 2010-present. Assist a public engagement process for the City of Cambridge to develop a Shared Use plan for Fresh Pond Reservation. Developed project website, update the website frequently with meeting notices and meeting documents. Design meeting flyers, signs, fact sheets and agendas for each public meeting. Write meeting summaries, serve as contact person on the project, coordinate logistics and correspond with clients and the public.

Pfizer, Inc., 2010-present. Assist on a process with four pilot negotiation workshops with Pfizer representatives in Spain, Poland, Germany, and Argentina. Scheduled assessment interviews with over 40 executives at Pfizer, Inc. including senior management in the U.S. and top executives in Pfizer’s Spain, Poland, Germany, and Argentina offices. Correspond with the client frequently concerning the pilot workshops and meeting materials.

Public Apologies, 2008-present. Research and write case studies about public apologies. Update the public apologies website which is used for a half-day course in public apology for EPA Region I, EPA Headquarters, and DOI's Collaborative Action and Dispute Resolution office, the Alberta Municipal Affairs Mediation program, the Boston Bar Association, and others.

Cape Cod National Seashore Dune Shacks Historic District, 2009-2010. Assisted with a process to develop a stakeholder-supported Preservation and Use Plan for a historic district within the national seashore, involving arts and culture, historic use, and public access. Wrote meeting summaries, corresponded with the clients, subcommittee members and the public concerning the project, and coordinated meeting logistics. The process resulted in a unanimous agreement among the Subcommittee and acceptance by the NPS CCNS Commission on a final report that will serve as the basis for the first ever management plan.

Plymouth Airport Advisory Group, 2009-2010. Assisted with process for the collaborative development of an airport Master Plan and proposed runway expansion. Assisted with assessment stakeholder interviews, wrote meeting summaries, coordinated meeting logistics, and corresponded with group members and the public concerning the project. Stakeholders included airport officials, representatives from surrounding neighborhoods, local governments, and airport users. Process reached a consensus agreement on airport runway length and future expansions pending FAA approval.

Massachusetts Health and Human Services Facilities Visioning, Boston, MA, 2008-09. Served as meeting recorder and wrote meeting summaries for a visioning process for consolidating 750 buildings with 11 million square feet on 5,400 acres in order to improve remaining facilities, save costs, and provide significantly increased services in the community for HHS clients.