

Olivia Gault

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Work History

- 2004 – present **Director of Communications and Professional Development, Minnesota Elementary School Principals' Association, St. Paul, MN**
Manage communications for statewide education association: create and implement communication and marketing strategies and materials (electronic, Web, print). Assess educational needs and coordinate delivery of professional development curricula and resources for over 950 school administrators: seminars, conventions, surveys. Promote legislative priorities. Supervise staff and vendors. Work closely with board of directors. Develop and administer budget.
- 2003 – 2004 **Communications, Children's Hospitals and Clinics, Minneapolis/St. Paul, MN**
Managed Children's Foundation communications: philanthropy annual report, magazine articles, *Star Tribune* newspaper special editions, marketing materials. Coordinated work of consultants. Built relationships between hospital communities.
- 2002 – 2003 **Communications, Minnesota Elementary School Principals' Association, St. Paul, MN**
Implemented comprehensive communications plan. Wrote, edited, and produced: magazine, paper and electronic newsletters, Web site, press releases, brochures. Coordinated vendors.
- 1997 – 2003 **Writing Instructor, Adjunct Faculty: The Loft Literary Center, Minneapolis, MN; Minnesota Institute for Talented Youth, St. Paul, MN; Elk River Arts Alliance, MN**
Developed curricula and taught: nonfiction, creative process, survey of writing forms, poetry.
- 1994 – 2002 **Communications/Public Relations Consultant, St. Paul/Minneapolis, MN**
Consulted with health care, social service, government, and private organizations: led seminars; created communications plans; wrote and designed materials (articles, brochures, curricula and training materials, grants, presentations, press releases); directed project teams.
Clients included: Medtronic, Minnesota Association of Government Communicators, Minnetonka Boatworks, Ramsey County Risk Management, St. Paul Division of Public Health, St. Paul Intervention Project, University of Minnesota
- 1993 – 1994 **Prevention Specialist, St. Paul Jewish Community Center, St. Paul, MN**
Promoted healthy families and communities through public events, newsletters and workshops.
- 1985 – 1990 **Consultant, Dashe & Thomson, Minneapolis, MN**
Conducted business communication trainings. Planned and wrote standards, training and reference manuals. Edited and rewrote language translations.
Clients included: Control Data Corp., Ford Motor Co. (Basildon, England), Honeywell Inc., Northern States Power Co., Panasonic, Pillsbury Co., Remmele Engineering Inc., University of Minnesota
- 1986 **Communications Instructor, University of St. Thomas, St. Paul, MN**
Created curriculum and taught graduate-level communications.
- 1981 – 1983 **Technical Writer, Marquette Banks, Minneapolis, MN**
1979 – 1981 **Product Analyst, Bell & Howell, Chicago, IL**
1978 **Associate Editor, Flower News, Chicago, IL**
1977 **Economic Researcher, Stein Roe & Farnham, Chicago, IL**

Education

- 1983 – 1985 **Master of Arts, English, University of Minnesota, Minneapolis, MN**
1973 – 1977 **Bachelor of Arts, Economics, Northwestern University, Evanston, IL**