

Kathy La Belle Lavoie

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PROFILE

A highly dedicated, detail oriented professional with exceptional interpersonal and leadership skills. Well disciplined team player with proven ability to successfully manage multiple assignments efficiently under pressure while meeting tight turnaround times. A sound positive and professional attitude, strong work ethic, and pride in personal performance.

QUALIFICATIONS

Project Management

- Successfully established and maintained exceptional rapport with individuals on all levels.
- Ability to make independent decisions.
- Excellent problem-solving skills, coping strategies and critical thinking skills with a strong desire for constant challenge and multi-tasking.
- Efficiently conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Effectively prioritize and execute tasks in a high-pressure environment.
- Exceptional organizational and time management skills with attention to detail.
- Detail and Systems oriented.

Interpersonal

- Strong written and verbal communication skills.
- Ability to work independently with little supervision, and also in a collaborative team environment.
- High respect for co-workers and colleagues.
- High level of knowledge of local, regional and statewide organizations and agencies in various professions.

Technical/Analytical

- Strong technical and systems skills, including Microsoft Office, network and AS400 database.
- Effectively work with others to improve business reports and perform data analysis.
- Accurately and efficiently created various industry reports using multiple systems.
- Efficiently troubleshoot, problem solve and provide technical and analytical support to various aspects of business operations.
- Train staff on AS400 input, queries, reporting, and database management.

EDUCATION

Trinity College of Vermont

BS, Business Administration; Double Minor in Economics & Philosophy
summa cum laude graduate 1996

General Electric Technical Manufacturing Apprenticeship Program

Class B Tool Maker & Manufacturing Specialist 1985

EMPLOYMENT / PROFESSIONAL HISTORY

<u>Northwest Regional Planning Commission</u> <u>Special Projects for Economic Recovery</u>	St. Albans, VT 2020-Present
<u>Franklin Grand Isle Restorative Justice Center</u> <u>Program Manager, One-Stop Services & Workforce Pilot Program</u>	St. Albans, VT 2018 to 2021
<u>Franklin Grand Isle Workforce Investment Board</u> <u>Executive Director</u>	St. Albans, VT 2014 to 2019
<u>Franklin Grand Isle Workforce Investment Board</u> <u>Director, Franklin County Internships & Placements</u>	St. Albans, VT 2007 to 2014
<u>St. Albans Cooperative Creamery</u> <u>Manager, Information Systems & Technology</u>	St. Albans, VT 1995 to 2008
<u>Vermont State Legislature</u> <u>Member, House of Representatives</u> <u>Vice-Chair, Committee on Education</u>	Montpelier, VT 2000 to 2008
<u>General Electric Company</u> <u>Technical Manufacturing Apprentice</u>	Burlington, VT 1981 to 1985
<u>Production & Inventory Control Specialist</u>	1985 to 1995

PRESENT & PAST PROFESSIONAL BOARDS & MEMBERSHIPS

- Director, Franklin County Industrial Development Corporation
- Director, Vermont State Board of Education
- Director, Vermont Adult Learning
- Chair, Operation Happiness, Swanton Satellite (Program of United Way of Northwest Vermont)
- Member, Northern Vermont Economic Development District
- Member, Swanton Enhancement Project, (Past Chair of Committee to Reduce Substance Abuse)
- Director, Franklin County Regional Chamber of Commerce (Past)
- Director, Franklin Grand Isle Restorative Justice Center (Past)
- Member, Northwest Technical Center Cooperative Education Advisory Board (Past)
- Member, Northwester Medical Center Incorporator
- Member, Vermont Adult Technical Education Association (Past)
- Member, Northwest Healthy Roots (Past)
- Member, Vermont Talent Pipeline Management (Past)

