

AUDREY KNOX

Project Management & Operations Professional

audreylknox@gmail.com | 510-485-2358

PROFESSIONAL SUMMARY

Versatile project management and operations professional with 15+ years of experience directing complex programs, managing cross-functional teams, and overseeing operational initiatives. Proven track record of successful contract management, budget oversight, and strategic partnership development, with particular expertise in program design and implementation.

CORE COMPETENCIES

- Contract & Budget Management
- Strategic Partnership Development
- Program Design & Implementation
- Team Leadership & Supervision
- Operational Process Improvement
- Stakeholder Management
- Grant Writing & Reporting
- Project Timeline & Milestone Tracking

PROFESSIONAL EXPERIENCE

Workforce Training Manager (Jan 2023 - Present)

International Center for Appropriate and Sustainable Technology (ICAST) - Remote

- Spearhead implementation of multi-faceted workforce training initiatives, including budget management and resource allocation
- Direct development of comprehensive training curricula through strategic collaboration with education partners
- Manage program budgets, including creation of detailed spend plans for federal funding streams
- Lead partnership development with governmental agencies and industry stakeholders
- Drive program expansion through strategic dissemination initiatives

Training Program Coordinator (Dec 2021 - Jan 2023)

ICAST - Remote

- Orchestrated project timelines and deliverable tracking across multiple training initiatives
- Developed and maintained partnership management systems
- Managed program reporting and documentation processes

Programs Coordinator (Jan 2021 – Dec 2021)

Wildlife Conservation Network (San Francisco, CA)

- Researched and wrote content for blog posts and monthly newsletters, including researching and reporting on updates from conservation programs in the field
- Directed logistics and production management for bi-annual Expo events, coordinating with 30 international presenters and AV vendors to ensure seamless content delivery
- Managed Memoranda of Understanding, Fiscal Sponsorship Agreements, and Guest Speaker Agreements for partners
- Streamlined operational processes for the Conservation Programs team, implementing systems for efficient project coordination and resource allocation

Operations Coordinator (Aug 2019 - May 2021)

Junior Center of Art and Science - Oakland, CA

- Directed comprehensive nonprofit operations, including financial management, donor relations, and program administration
- Managed AP/AR processes, bookkeeping, and grant administration
- Oversaw member relations and class registration systems
- Developed and implemented educational programming

Project Manager, Education & Training (Feb 2013 - Jan 2018)

The Energy Coalition - Oakland, CA

- Managed \$2M+ in program contracts serving 25,000+ students across multiple states
- Supervised team of 5 staff members and 2 AmeriCorps fellows
- Directed partnership development and collaboration across department initiatives
- Led successful program bids and grant proposals
- Designed and implemented large-scale STEM programming across 40+ sites
- Managed budget planning, marketing strategies, and client relationships

Project Coordinator (Aug 2010 - Feb 2013)

The Energy Coalition - Irvine/Oakland, CA

- Coordinated program implementation, marketing initiatives, and administrative operations
- Managed stakeholder communications and training logistics
- Led recruitment and facilitation of professional development programs

Project Coordinator (Nov 2000 - Jun 2010)

CRA, Inc. - Berwyn, PA

- Managed comprehensive program logistics for executive peer networks, including developing strategic communications, coordinating multi-stakeholder events, and overseeing material production for Employee/Internal Communication leadership groups
- Led quality control processes for organizational marketing and communications, ensuring consistency and maintaining brand standards across all materials
- Directed high-level executive support operations for C-suite leadership, including strategic scheduling and communications management for the President and Managing Partners

EDUCATION

Bachelor of Arts, Sociology

West Chester University - West Chester, PA

- GPA: 3.8
- Member, International Sociology Society (Alpha Kappa Delta)

PROFESSIONAL AFFILIATIONS

- Association of Women in Water, Energy and Environment
- National Oceanic and Atmospheric Administration's Climate Steward and Leadership Education Community