



**Catherine A. Morey, B.A., A.A.S.**  
**Project Management and Marketing Coordinator**

**Expertise**

- Implement and execute company-wide project management initiative.
- Provide project support to project managers and engineers on a variety of technical projects.
- Conceive, design, and execute corporate marketing events and programs.
- Company database and Website manager.
- Editor in Chief, Copy Editor, Publisher, and Distribution Manager of company's external newsletter.
- Manage tradeshow and conference logistics; including staff schedules, speaking slots, booth setup, onsite company representation, and compiling meeting reports.

**Education**

Graduate Certificate in Applied  
Project Management – 2012  
Boston University Corporate  
Education Center  
B.S., Business Administration –  
1993 Michigan Technological  
University  
A.A.S., Engineering Technology  
– 1991 Michigan Technology  
University

**Professional Affiliations**

Project Management Institute  
Member  
The Commonwealth of  
Massachusetts and Consulate  
General of Brazil Notary Public  
Michigan Technological  
University Alumni Association  
Theta Chi Epsilon Sorority

**Qualification Summary**

- 24 years of professional experience supporting project managers and engineers on a variety of technical projects.
- 13 years experience devoted specifically to project management coordination and concepts.
- 5 years project management experience specific to the US Army Corps of Engineers Environmental Planning and Consulting Services Task Order Contract
- Strong problem-solving and communications skills, including technical writing and illustration.
- Skilled in Microsoft Office, Adobe Photoshop, Illustrator and Dreamweaver; including MS Project.
- Skilled in the planning and execution of marketing events and programs. Including the production of conference displays, corporate presentations, press releases, datasheets, corporate videos, and advertisements.
- Strong knowledge and understanding of Wetlands and Waterways regulations and By-Laws regarding permitting requirements and interpretations. Specifically, the permitting applications process throughout the various Cape Cod & Island's town hall departments; including Conservation Commission, Board of Health, Planning, and Zoning Boards.

**Work Experience**

2008-Present	Project Management and Marketing Coordinator, Woods Hole Group
2004-2008	Permitting Specialist and Engineering Assistant, Coastal Engineering Co., Inc.
2003-2004	Sales and Marketing Coordinator, Butler Automatic
2001-2003	Marketing Analyst, C&I Steel, Inc.
1999-2001	Programs and Events Specialist, IONA Technologies

## Key Projects

### **Environmental Planning and Consulting Services Task Order Contract, US Army Corps of Engineers New England District – Special Projects Assistant**

Woods Hole Group is the prime contract holder for a Task Order contract with USACE NED that will extend up to 5 years and \$15M beginning in November 2008. The scope of work includes a diverse suite of environmental consulting services, such as field data collection and monitoring, laboratory studies, risk assessments, EIS preparation, HTRW site support, and other specialty service areas as required by NED and other Districts within the North Atlantic Division (e.g., oceanography, coastal modeling, environmental economics, archaeology, etc.). Ms. Morey works directly with the Program Manager, individual Task Managers, and USACE Technical Leads to provide complete USACE Contract Administration Support. Throughout the entire contract period the goals and objectives of the US Army Corps of Engineers Task Order Contract are continuously monitored, reported on (internally and externally) for compliance to budgetary and scheduling requirement.