

*Qualifications Summary*

- 15 years of professional experience supporting project managers and engineers on a variety of technical projects
- Skilled in Microsoft Office, with strong database administration skills for development and report writing
- Skilled in the planning and execution of marketing events and programs. Including the production of corporate presentations, datasheets, advertisements, video and CD product tools, and processing web site modifications
- Strong knowledge and understanding of Wetlands and Waterways regulations and By-Laws regarding permitting requirements and interpretations
- Strong communications skills, including technical writing and illustration
- Excellent problem-solving skills

**CATHERINE A. MOREY, B.A., A.A.S.**

Special Projects Assistant

**Professional Affiliations**

The Commonwealth of Massachusetts Notary Public  
Michigan Technological University Alumni Association  
Theta Chi Epsilon Sorority

**Fields of Expertise**

- Provide project support to project managers and engineers on a variety of technical projects.
- Organize and execute the permitting applications throughout the various Cape Cod & Island's town hall departments; including Conservation Commission, Board of Health, Planning, and Zoning Boards.
- Conceive, design, organize and execute corporate marketing events and programs.
- Manage tradeshow and conference logistics; including staff schedules, speaking slots, booth setup, onsite company representation, and compiling meeting reports.
- Implement and design new database structures to enable the company wide sharing of leads and information through e-mail synchronization.
- Editor in Chief, Copy Editor, Publisher, and Distribution Manager of company's external newsletter.

**Higher Education**

B.S., Business Administration-Michigan Technological University  
(1993)

A.A.S., Engineering Technology-Michigan Technology University  
(1991)

**Employment History**

2008-Present	Special Projects Assistant, Woods Hole Group
2004-2008	Permitting Specialist and Engineering Assistant, Coastal Engineering Co., Inc.
2003-2004	Sales and Marketing Coordinator, Butler Automatic Inc.
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 and individual Task Managers to achieve goals and objectives of the US Army Corps of Engineers Task Order Contract.