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| **EXPERTISE*** Meeting Logistics
* Calendar Management
* Travel Logistics
* Marketing Research
* Copy Editing
* Notetaking
* Assisting with Proposal Writing

CONTACT 206-583-0655 apeterson@triangleassociates.com /triangleassociates/ [www.triangleassociates.com](http://www.triangleassociates.com/)811 1st Avenue, Suite 255Seattle, WA 98104 | **Annalisa Peterson****Administrative Assistant** PROFILEAnnalisa Peterson joined Triangle in 2017 in a dual hybrid role that supports the Administrative Team as well as the Facilitation, Mediation and Public Involvement Team. With a background in teaching, Annalisa provides strong copy editing, document drafting and organizational skills. She is a confident research and logistics support person with an eye for detail and efficient planning capabilities. Annalisa provides reliable quick turn-around assistance with scheduling, document review, notetaking, copy editing, meeting planning and logistics as well as host of other projects. EDUCATION

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| 1998-2001*B.A. Dance*University of Washington | 2004-2006*Washington State Education Certification*Seattle Pacific University  |

EXPERIENCEAnnalisa brings nine years of experience as a K-2nd grade classroom teacher and K-5th grade and special education dance specialist with Seattle Public Schools. During her most recent years of teaching, she designed and taught a schoolwide dance, yoga & creative movement curriculum, rehearsed students for performances, and stage-managed assemblies and community performances. Prior to working for Seattle Public Schools, she served as an Education Peace Corps Volunteer in Romania by teaching high school English classes and creative movement and dance to children with physical disabilities. She earned a BA from the University of Washington and a Washington State Education Certification through Seattle Pacific University.PREVIOUS WORK EXPERIENCE***Development Assistant****Foodlifeline, 2017****K-5th Grade and Special Education Dance & Performing Arts******Specialist****Seattle Public Schools, 2013-2016****K-2nd Grade Teacher****Seattle Public Schools, 2007-2013****Administrative Assistant / Receptionist****Alaska National Insurance, 2006-2007****Peace Corps Education Volunteer****U.S. Peace Corps, Romania, 2002-2004*  |