



Annalisa Paulsmeyer

Administrative Coordinator



EXPERTISE

- Event Planning
- Social Media
- Website Management
- Proposal Writing
- Copy Editing
- Marketing Research

CONTACT



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PROFILE

Annalisa Paulsmeyer 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 nine years of certified teaching experience, Annalisa provides strong copy editing, document drafting and organizational skills for Triangle. She is a confident research and logistics support person with an eye for detail and efficient planning skills. Annalisa is also Triangle's Assistant Marketing Coordinator, and provides reliable quick turn-around assistance with scheduling, document review, note taking, copy editing, and meeting planning and logistics.

EDUCATION

1998-2001

B.A. Dance

University of Washington

2004-2006

Washington State Professional

Teaching Certification, Elementary Education

Seattle Pacific University

EXPERIENCE

Kitsap Regional Coordinating Council

- Website and archives management
- Post Executive Board meeting announcements
- Manage and update meeting agenda and summary archives
- Provide overall administrative support

WDFW Priority Habitat & Species (PHS)

- Copy edited multiple draft and final draft documents for this strategic planning project

Department of Natural Resources (DNR) Timber, Fish, & Wildlife Policy Committee

- Coordinate meeting and travel logistics

Puget Sound Steelhead Recovery Planning

- Planned and coordinated meeting and travel logistics for June 2017 retreat

Lake Ozette Sockeye Steering Committee Facilitation

- Coordinate meeting and travel logistics
- Communications support

PREVIOUS WORK EXPERIENCE

K-5th Grade and Special Education Dance Specialist

Seattle Public Schools, 2013-2016

K-2nd Grade Teacher

Seattle Public Schools, 2007-2013

Peace Corps High School Teacher & Volunteer

U.S. Peace Corps, Romania, 2002-2004