

Wendy Dennis 12 Armory St Wakefield MA 01880

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EXPERIENCE:

Breton Electric, Office Manager/Bookkeeper/Marketing 2003-current

Administrative management of family business including payroll, accounts payable/receivable, developing and implementing purchasing and inventory control systems and refining contract bidding process. Marketing, PR, webmaster. **Increased revenue by more than 70% in 5 years.**

Kurzweil Technologies, Inc., Principal Researcher 1998 - 2003

Research and data collection for a variety of projects including stock market, medical, and futurist topics; editing/writing business plans, proposals, manuals; analysis of conference papers and proceedings; public relations. Technical support and documentation for cyberart programs.

Consultant (1996 - 1998)

Design and testing of user interface and poet personalities for a unique poetry software product. Research and editing for *The Age of Spiritual Machines* (Viking 1999), by Raymond Kurzweil.

Cooperative Artists Institute, Executive Director 1993 - 1997

Bookkeeping/financial management, public relations, marketing, grant writing, fundraising, and events for an arts-based, performance and educational consulting organization.

Science Applications International Corporation, Administration/Personnel 1991 - 1993

Tracked requests for proposals from Volpe National Transportation Systems Center under the OMNIBUS contract: proposal preparation and delivery, editorial and guideline support, monitored monthly report activity. Office manager, personnel representative.

Unitarian Universalist Service Committee, Administration 1989 - 1991

Coordinated Action Alerts and monthly mailings; writing, editing newsletter and educational materials; administrative support to the national volunteer base and the Citizen Action department.

Kurzweil Foundation, Manager of Administration 1986 - 1989

Bookkeeping, public relations, project manager, liaison to the Museum of Science during a major exhibition co-sponsored by the Kurzweil Foundation and Digital Equipment Corporation. Film production assistant for the documentary film, *The Age of Intelligent Machines*. Coordinated research, revisions, and editing of *The Age of Intelligent Machines* [MIT, 1090] by Raymond Kurzweil.

Kurzweil Applied Intelligence and Kurzweil Music Systems, Executive Secretary 1984 - 1986

Assistant to Chairman and CEO. Coordinated road shows, including an IPO; on/off-sight product demonstrations and meetings; public relations liaison; investor relations; travel arrangements; correspondence. Personal bookkeeping/financial transactions, special projects.

DEGREES/CERTIFICATES/APPOINTMENTS:

M.A., English 1985, B.A., English 1981 – Simmons College.

Summer Teacher Training Program, 1982 – Brandeis University. Certified, Secondary English, 1983.

Income Tax Course Fall 2004 – H & R Block

Massachusetts Justice of the Peace – Appointed January 14, 2009

CURRENT VOLUNTEER AFFILIATION, a selection:

Wakefield Climate Action Project, (Co-founder, Clerk, webmaster, PR); *Linden Tree Coffeehouse* (webmaster, PR); *Unitarian Universalist Church of Wakefield* (President, webmaster, PR), *Wakefield Interfaith Food Pantry* (volunteered as Director, 2001-2004 - currently active on Advisory Board)