

# CARRIE ANDREWS

---

carrie@olympus.net  
360.301.3379  
Port Townsend, WA  
www.peaceofmindpt.com

## SKILLS

- Public speaking & teaching
- Editing & proofreading
- Event planning
- Desktop publishing
- Volunteer management
- Web design & maintenance
- Organization
- Leadership
- Sense of humor

---

## SOFTWARE

- MS Excel, Word, PowerPoint
- Adobe InDesign
- Photoshop Elements
- HTML/WordPress
- Adobe Acrobat Pro
- Google Docs/Google Drive
- Little Green Light (CRM)

---

## EDUCATION

- BA in Communications from  
The Evergreen State College

---

## BOARD EXPERIENCE

- Port Townsend  
Education Foundation
- Quimper Unitarian Universalist  
Fellowship
- Jefferson County Economic  
Development Council

## PROFESSIONAL SUMMARY

Flexible communications professional with a wide-ranging skill set and 25 years of experience in marketing and promotion. Passion for end-of-life issues led to becoming a Board Certified Patient Advocate, teaching advanced care planning workshops and facilitating compassionate community conversations around dying well.

## WORK HISTORY

### **Peace of Mind – Advanced Care Consultant & Patient Advocate**

*Port Townsend, WA ❖ 2018-present*

- Conduct end-of-life planning workshops
- Assist individual clients with understanding and completing advanced care directives
- Schedule, attend & document doctor visits for patients needing assistance

### **Andrews Business Consulting - Communications Consultant**

*Port Townsend, WA ❖ 2010-2012 & 2016-present*

- Provide administrative assistance for new & expanding small businesses
- Write, edit, and/or proofread a wide variety of publications
- Develop PowerPoint presentations & design and/or maintain web sites
- Analyze & advise on workflow & business systems

### **Northwest Maritime Center - Communications Manager**

*Port Townsend, WA ❖ 2014-2016*

- Managed print & digital marketing & advertising for all programs & events
- Developed detailed emergency communications plan for Race to Alaska
- Produced monthly electronic newsletter & annual print catalog
- Maintained multiple websites

### **Northwest Maritime Center - Co-Director of the Wooden Boat Festival**

*Port Townsend, WA ❖ 2011-2014*

- Co-planned & executed every facet of the annual Wooden Boat Festival
- Procured permits, managed vendor & speaker contracts
- Redesigned boat & vendor online registration process
- Produced annual print program & managed print & digital marketing for the event
- Conducted volunteer orientations for 500+ volunteers

### **Swan School - Assistant Head of School**

*Port Townsend, WA ❖ 2007-2010*

- Managed all administrative aspects of running a 50+ student elementary school
- Balanced relations with students, staff & parents daily
- Revamped admissions process & all forms used in the office
- Developed a comprehensive Parent Handbook documenting all policies & procedures
- Created a robust student database

### **Wind's Eye Design, Inc. - Owner & Web Developer**

*Port Townsend, WA ❖ 1994-2008*

- Managed workload of 100+ web development clients in widely varied industries
- Hired and instructed employees
- Wrote proposals and created work plans for large projects
- Coded in HTML and wrote SQL database applications