

Laura V. Tolin

Phone: 512.574.0970 Email: lauratolin@gmail.com

PROFESSIONAL EXPERIENCE

Marketing Supervisor: UT Law CLE, July 2019-present

Supervises the execution of printed materials, email communications, and audience-building for over 40 live conferences, streaming webcasts, and after-market products.

Accreditation Coordinator: UT Law CLE, August 2018-present

Provides accreditation support for continuing legal education programs across several state lines.

Judicial Project Coordinator: Texas Association of Counties, 2017-2018

Attends 7+ county officials' education conferences per year, travel within Texas. Enters continuing education hours for elected officials and delivers reports in accordance with two grants which fund the programs. Onsite at events: sets up microphones, projectors, sound board, and Powerpoints for speakers in multiple concurrent sessions.

Program Coordinator, GIMSPP: Texas Medical Association, 2014-2017

Schedules student preceptorships for the General Internal Medicine Statewide Preceptorship Program. Manages project timeline, communications, recruitment, marketing, and disbursement of stipends to students. Oversees all aspects of grant funding timeline, grant applications, and program processes. Coordinates volunteer preceptors' and students' schedules throughout the year. Produces outcome studies of past program participation in accordance with grant funding.

- **Administrative Coordinator: Texas Medical Association, 2012-2017**

Provides all administrative support for several specialty physician societies. Website maintenance, membership dues processing, conference planning, exhibits, email marketing, and newsletters.

Director of Communications: Hempstead & Associates, 2009-2012

Designer, illustrator, editor, and marketing manager for three non-profit educational associations. Promotes all aspects of the Conference for the Advancement of Science Teaching (CAST), an annual conference with between 5,000-7,000 attendees. Coordinates email marketing, edits and maintains conference website, and designs marketing pieces and conference-themed logos.

House Manager, Texas Performing Arts: 2009-2015; Seasonal Employee

Duties include managing ushers, ticket taking, guest services, and conflict management.

Part Time Graduate Instructor, the University of Nevada Las Vegas: 2005-2008

Assumed full teaching responsibility for two theatre courses each semester for three years, including Introduction to Theatre, Play Structure and Analysis, and Women's Plays.

EDUCATION

Master of Fine Arts, Theatre Arts - The University of Nevada Las Vegas (UNLV), Las Vegas, NV: 2008

Concentration in Playwriting.

Bachelor of Arts, English - The University of the South, Sewanee, TN: 2005

Graduated *magna cum laude* with Departmental Honors.