

Carole Gaudet

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Profile

Adaptable, enthusiastic, service-oriented team player with excellent communication and relationship management skills.

Ten years of experience in communications and program management, including five years at the Tuck School and the Geisel School of Medicine. Extensive experience in working with teams, startups and academic centers in programming, communications and funding.

Work Experience

Program Manager, Meditative Movement Health Studies, Crane Lab, Geisel School of Medicine / Bodymind Science LLC 2017 - present

- **administrative:** Provide support for fast-paced, entrepreneurial team. Create agendas for and lead twice-weekly meetings, tracking action items, roles and accountabilities. Spear-head practices to promote a more organized work culture. Handle expense reimbursement and other administrative details.
- **startup support:** Foster productive and collaborative relationships with offices across Dartmouth in support of for-profit startup. Lead in creation of brand identity, website and digital content at <http://www.bodymindscience.info/> Advised and guided founders through sensitive discussions around business roles and equity split.
- **grant writing:** Assist with writing grant applications. Develop cross-campus relationships to complete grant applications on tight time frames.
- **research:** Co-author on most recent paper on meditative movement as a therapy. Assisted with compiling research data, writing and editing of paper.
- **Certifications:** CITI human research basic course.

Communications Manager,
Center for Business, Government & Society, Tuck School of Business 2012 - 2017

- **Administrative**
- Assist program manager, as needed, with administrative functions (planning and executing Tuck and community-wide events, speaker series and conferences; working with facilities, AV, dining). Adept at using and quickly adopting a wide range of digital tools and techniques for event management.
- Collaborate in planning and execution of annual student-run conference, a yearlong planning process with complex sequence of tasks and milestones, and multiple stakeholders. Advise and coach student marketing team in year-long marketing initiative. Annually assess outcomes, conference effectiveness and collaboration process, and innovate new approaches and processes for improvement.

- Work with Upper Valley nonprofits serving diverse populations to identify, scope and create cases for short-term consulting engagements (Good Neighbor Health Clinic, WISE, Upper Valley Haven, Spark! Community Center, etc). Manage 6-month long community consulting project timeline, comprising 40 different nonprofits.

Communications

- Lead communications efforts for research center focused on social impact and sustainability. Create targeted marketing pieces to drive event and program attendance, engage multiple, diverse audiences, and promote center mission, identity and messaging.
- Liaise and collaborate with Tuck and Dartmouth partners for cross-campus events and series. Handle sensitive issues around publicity and speakers.
- Prepare web content, reports and minutes for board meetings and conferences.
- Handle internal and external communications, identify and pursue media opportunities, and create content for social media and other communications channels.

Principal, Business Manager and Assistant Teacher, Mindful Work Project 2015 - present

- Deliver corporate workplace mindfulness training programs providing foundation in meditation to foster greater empathy, calm, focus, better listening, well-being, and kindness with self.
- Manage, promote and provide strategic direction and vision for innovative and industry-leading twice-weekly mindfulness meditation courses at Tuck School of Business. Increased attendance by 100% over two years.

Principal, CaroleGaudet.com

2008 – 2012

- Independent consultant offering strategy, marketing, messaging, brand identity, taglines, headlines and strategic content creation.
- Manage own website, search engine marketing, blogging platforms, and lead generation.

Education

- Vermont Law School – master of studies in environmental law, magna cum laude
- Northwestern University School of Law, Chicago, IL – JD
- Smith College, Northampton, MA – BA, cum laude. Major: history

Interests

Cosmology, theater, community building, birding. Life-long interest in children's literature: analysis, appreciation, trends, publishing industry, collection development and cultural influences. Library volunteer and substitute librarian.