

## Erin Pelletier

### a. Education

State University of New York, Cortland, NY; BS, Biology and Environmental Science 1994

### b. Professional/Research Experience

#### **Gulf of Maine Lobster Foundation, Kennebunk, Maine**

Executive Director June 2007- present

- Oversee all staff, projects and finances of the 501 c (3) non-profit organization. Month end grant invoicing (Federal and State) and budget justifications. Extensive use of Quickbooks to administer payroll, A/P, and A/R. Responsible for maintaining accurate files for annual A-122 and A-133 federal audits. Organize grant writing and implementation of all research projects.

Community Science Director (2003- 2007)

- Manage all aspects of several cooperative research projects with the lobster industry including eMOLT temperature probe project, Ventless Trap Survey, and Groundline Rope Exchange.

#### **Harpwell Coastal Academy, Harpswell Maine**

Board Treasurer and Head of the Finance Committee (volunteer) September 2012 – June 2014)

- Established all financial methods and activities for the newly developed Charter School which opened in September 2013. Worked with Assistant Head of Operations on overseeing cash flow, budgets and billing. Head the Finance Committee which reports to the entire Board of Directors on a monthly basis.

#### **Gulf of Maine Research Institute Portland, Maine**

Assistant Grant Account Specialist May 2012 – February 2013.

- Temporary assistant to the grants specialist for all monthly billing for federal, state and foundation grants. Extensive use of Financial Edge accounting system for recording all invoices as well as assistance with Accounts Payable and reporting requirements.

#### **The Environmental Schools, Ocean Park, Maine**

Associate Director 1998-2003

- Assist Executive Director with administration and finances for the organization as well as hiring and overseeing teaching staff. Program consisted of four residential sites throughout New England with over 30 staff members and up to 500 students each week.

Controller (1999-2003)

- Using Quickbooks, managed all aspects of 501 c (3) non-profit finances including weekly invoicing to schools and budget reviews on a monthly basis. Use of Quickbooks to administer payroll, A/P, A/R.

Program Director and Naturalist, Ocean Park site (1995-1998)

- Oversee and manage 4 residential environmental education sites in New England.
- Managed education staff and program curriculum.
- Environmental educator for astronomy, forest, fresh and salt water ecology.

#### **Shoals Marine Laboratory, Appledore Island, Maine**

Teaching Assistant, Field Marine Science (1998)

- Teaching assistant for university marine science class.

Island Assistant/Lab Preparator (1996-1997)

- Organize lab supplies, and assist with research vessel preparation.

#### **Seacoast Science Center, Rye, NH**

Environmental Educator (1997)

- Outdoor education with an emphasis on ocean ecology.