

## Contact

[www.linkedin.com/in/mooreannie](http://www.linkedin.com/in/mooreannie)  
(LinkedIn)

## Top Skills

Production Management  
Writing Skills  
Construction

## Languages

French

## Honors-Awards

Best Capstone Award

# Annie Moore

Co-Founder/Farmer/Business Manager at River Queen Greens  
New Orleans, Louisiana, United States

## Summary

- MBA in Non-Profit Management and Master of Public Policy
- Five years of professional management experience
- Strategic thinker with financial acumen and passion for social justice and change
- Proven quantitative and qualitative analytical skills
- Team-oriented leader and self-starter
- Outstanding skills in writing, presenting, and collaborating
- “Best Capstone Award” winner, MA American Society of Public Administration (MassASPA)

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## Experience

### River Queen Greens

Co-Founder/Farmer/Business Manager  
October 2017 - Present (7 years 6 months)  
New Orleans

My wife and I operate a 1/2 acre urban farm in New Orleans, selling greens and other veggies at local markets and to restaurants and stores.

### UTEC

Social Enterprise Consultant/ Interim Director of Social Enterprise Operations  
July 2016 - February 2017 (8 months)  
Lowell, MA

- Oversaw operations and supervised managers of UTEC's three social enterprise job training programs: woodworking, culinary/events, mattress recycling.
- Developed production schedule and capacity analysis for woodworking manufacturing, ensuring timely delivery of multiple orders for the holiday season.
- Designed product packaging and labels.
- Managed implementation of risk management policy and practices organization-wide.
- Designed and helped implement rollout of new menu offerings at Café UTEC.

## **Boston HandyWorks, A Social Enterprise of Pine Street Inn**

### **Director of Boston HandyWorks**

September 2015 - June 2016 (10 months)

Jamaica Plain, MA

In charge of all operations of Pine Street Inn's job training social enterprise program encompassing three lines of service and manufacturing businesses: woodworking, housekeeping, building maintenance.

- Supervised five FT program and operations staff and 20-30 trainee employees.
- Cultivated business through connections to partners and customer relations.
- Oversaw production and delivery of hundreds of high quality wood cutting boards per month, made by trainees; oversaw delivery of housekeeping and maintenance services performed by trainees to 13 contracted sites and through regular work orders.
- Enhanced training program offerings through improved curricula and partnerships with other programs, with a focus on improving employment outcomes.
- Developed financial reporting tool and financial and social outcomes dashboard.
- Created and managed annual program budget.

## **The Field Academy**

### **Executive Director**

March 2014 - September 2015 (1 year 7 months)

Richmond, VT

Responsible for all financial, strategic, and administrative operations of a small educational nonprofit.

## **Massachusetts Department of Youth Services**

### **Consulting Intern**

June 2013 - December 2013 (7 months)

Boston, MA

- Conducted research on and evaluated post-discharge services program for state juvenile justice agency central office. Provided recommendations on policy design, implementation protocols, and outcome measures.
- Wrote evaluation report and presented to senior staff at agency.

## **Third Sector New England**

### **Consulting and Executive Transitions Intern**

January 2013 - May 2013 (5 months)

- Crafted and edited organizational assessment reports based on data and made recommendations for clients to enable strategic decision-making and organizational development. Helped facilitate client meetings.
- Produced recommendations for TSNE's internal strategic plan.
- Provided research and recommendations for designing a new leadership development program.

## **Episcopal Community Services of Louisiana Rebuild Program Construction Crew Chief**

September 2010 - July 2011 (11 months)

New Orleans, LA

On-site leader for volunteer groups working on construction for New Orleans homeowners. Instructed volunteers in construction skills, oversaw all work on site, and educated groups about New Orleans and the impact of Hurricane Katrina.

## **Curious Pictures**

### **Computer Graphics Producer and Production Manager**

September 2006 - September 2010 (4 years 1 month)

New York, NY

- Collaborated with clients and managed teams of artists on top quality animation and visual effects projects and live motion capture shoots.
- Created job bids, ensured timely delivery of products, staffed and managed projects, and collaborated effectively and relationally with clients and colleagues to produce innovative and quality work.
- Clients and projects included documentary filmmaker Morgan Spurlock, Harmonix Music Systems (makers of Rock Band video games), independent films, and numerous commercials.

## **Arts Engine**

### **Assistant Editor**

October 2005 - June 2006 (9 months)

New York, NY

Logged and edited footage shot during the 2004 presidential election day in 14 American cities for "Election Day" documentary film.

## **New Harbor Entertainment - Style Network's "Fashion Police", "NY Fashion Week Special"**

### **Production Coordinator and Production Assistant**

April 2005 - June 2006 (1 year 3 months)

New York, NY

- Coordinated schedules for shoots and booked crews and travel arrangements.
- Managed general administrative and production duties in the office and on shoot locations.

### Williams College

#### Video Production Research Assistant

June 2003 - August 2003 (3 months)

Researched, wrote and edited for short video projects.

### American Museum of Natural History

#### Tour Guide

June 2001 - August 2001 (3 months)

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## Education

### Brandeis University, Heller - The Heller School for Social Policy and Management

MBA, MPP, Social Policy · (2011 - 2014)

### Williams College

BA, History · (2000 - 2004)