

- Conducted unstructured interviews to gather information in regard to perceptions of fish abundance and the cultural importance of the major fisheries.
- Analyzed collected data with the end goal of calculating a realistic number for harvest pressure taking into account imports and exports in order to determine which species may be over fished now or in the future.
- Interviewed hotels and government offices to collect preliminary data on solid and liquid waste generation and management for future studies on potential coastal pollution.

Syncline, Inc.

Boston, MA

2001

Administrative Specialist

- Maintained administrative budget for supplies, events and furniture.
- Coordinated day to day operations of the office, oriented new employees to operating procedures.
- Assisted with coordination of special events and trade shows.

enews.com

Washington, DC

1999 to 2001

Facilities Manager

- Managed a team of 6 employees responsible for administrative functions including, reception, travel, office supplies and mail duties. Oversaw timesheets, performance appraisals and hiring.
- Planned, coordinated and executed 4 highly successful office moves, including computers, phones and property. Each move was completed on time and under budget.
- Created and managed a database of all accountable property, including computer hardware and furniture.
- Managed four offices, with a total of 150 employees, in Washington, DC and New York City. Ensured each office ran in a smooth, efficient and cost effective manner.
- Communicated effectively with all levels of staff, from the CEO to interns to ensure expectations were being met and exceeded.
- Tracked and managed budget for office management, created policies to reduce spending in the areas of travel, telecommunications and property.

Peace Corps Headquarters

Washington DC

1997 to 1999

Management Analyst

- Researched and tracked budget information for the formulation of the annual Integrated Budget and Planning System.
- Coordinated and performed physical inventories of all Peace Corps' accountable property, maintaining an up to date database for reference.
- Acted as a liaison between the Director of Administrative Services and the staff of the Agency, ensured follow-up to problems when necessary.
- Coordinated logistical arrangements for conferences, training sessions, workshops and meetings.

Peace Corps

Central African Republic

1995 to 1996

High School Biology Teacher

- Revised biology curriculum, using experimental and participatory teaching methods, to incorporate basic material and information relevant to the students lives.
- Taught biology, in the French language, to 350 students in grades seven, eight and ten.
- Designed after school science groups for personal and hands-on work in biology, focusing on ecological principles.
- Assisted in creating the first "Take Your Daughters to Work Day" in the Central African Republic.
- Supervised thirty-nine eighth grade students; oversaw grades, discipline and personal needs.

TECHNICAL EXPERTISE:

Windows 2000/NT/98/XP

Netscape

Macintosh OS

Explorer

Filemaker Pro

Arcview

Microsoft Word, Access, Excel, Power Point,

ArcGIS

Publisher

Select Publications

Newspaper Articles

Hazell, J., June 2008. This is Florida Sea Grant. Nautical Mile Newspaper

Hazell, J., August 2008. Youth Sport Fishing Programs. Nautical Mile Newspaper

Hazell, J., October 2008. Boating and the Marine Environment. Nautical Mile Newspaper

Hazell, J., November 2008. An innovative approach to increasing boater safety in Lee County. Nautical Mile Newspaper

Hazell, J. and Bryan Fluech, July 18 - 24, 2008. Nuevas Regulaciones Sobre Pesca (New Fishing Rules in Effect). Gaceta Tropical (News-Press)

Proceedings

Taluae-McManus, Liana, Hazell, J., 2008. Estimating harvest pressure on Bahamian coral reefs through seafood consumption. 11th International Coral Reef Symposium Abstract Book, July 7 - 11, Page 189.

Hazell, J., Suggs, C., Water from Land to Sea 2008. 2008 EPAF Professional Improvement Meeting Lake Buena Vista, Florida Presentation of Extension Programs Twenty-Second Annual Proceedings. August, 2008. Page 36.

INTERESTS:

Membership Chair, Friends of Florida Panther Refuge

Certified Red Cross CPR/First Aid Instructor

Advanced Open Water Certified, PADI

CPR Certification

Foreign Travel

Recreational Piloting of Small Boats