



Charlotte Goodman

Project Support Specialist | Consensus Building Institute, Inc.
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PROFESSIONAL SUMMARY

Charlotte Goodman is a Project Support Specialist at the Consensus Building Institute. She has a demonstrated capacity to manage planning and logistics for complex meetings and CBI initiatives, as well as other project-based and administrative tasks. Prior to joining CBI, she supported trainings for the City of Boston's Office for Language and Communications Access, and coordinated U.S. Department of State-facilitated citizen diplomacy programs for WorldBoston. For the House Divided Project at Dickinson College she supported multiple programs, including the Knowledge for Freedom Seminar.

EXPERIENCE

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|--------------|---|---------------|
| 2024-Present | Consensus Building Institute
<i>Project Support Specialist</i> | Cambridge, MA |
| 2023-2024 | Regional Center Marketplace
<i>Contractor</i> | Remote |
| | <ul style="list-style-type: none">• Built a comprehensive spreadsheet with information pertaining to regional centers approved by USCIS for the EB-5 Investment Visa | |
| 2023-2024 | Mayor's Office for Language and Communications Access
<i>Training and Development Intern</i> | Boston, MA |
| | <ul style="list-style-type: none">• Assisted during training sessions of City staff• Created "how to" videos and helped to create a toolkit to inform City staff about how to use on-demand interpretation services• Updated LCA resources and did research for long-term development projects | |
| 2023-2024 | WorldBoston
<i>Citizen Diplomacy Programs Intern</i> | Boston, MA |
| | <ul style="list-style-type: none">• Assisted in program planning for in-person projects by communicating with professionals based in the Boston area, preparing welcome materials for incoming participants, and coordinating logistics for complex meetings and events• Provided support to U.S. Department of State CVP and IVLP participants• Managed and organized data on Salesforce• Drafted grant proposals and budgets for CVP | |

- 2023-2024 **Boston Global Forum** Boston, MA
Assistant to the CEO
- Researched grant proposals and led other fundraising efforts
 - Developed and edited website content and manuscripts
 - Supported virtual and in-person event programming for international delegations collaborating with local universities on AI-related initiatives
- 2021-2023 **House Divided Project - Multiple Grants** Carlisle, PA
- National Park Service** (January 2021- August 2023)
Senior Researcher, previously Research Intern
- Worked on the preparation of two joint projects: “Slave Stampedes on the Southern Borderlands,” launched in 2023 and “Underground Railroad Online Handbook” set to launch in 202
 - Developed resources including maps, timelines, and PDFs, and wrote escape narratives, secondary source blog posts and literature reviews, as well as author biographies
 - Place-checked sites and structures relevant to slave stampedes and regularly spot-checked stampede database
 - Colorized historic illustrations from William Still’s *Underground Railroad* (1872)
- Dickinson & Slavery Initiative** (January 2021- July 2023)
Main Student Contributor
- Worked to create and launch the Dickinson & Slavery Historic Walking Tour to the Dickinson and local community and spoke to local press
 - Regularly led Dickinson & Slavery tours and visits to House Divided Studio and trained interns to give guided tours
 - Wrote and delivered a speech about Robert C. Young at Renaming Ceremony to descendants and community
- Knowledge for Freedom Seminar** (Summers 2021, 2022, 2023)
Graduate TA, Head Intern, RA, and Undergraduate Tutor
- Facilitated class discussions and coached a debate team
 - Created websites with close reading essays, podcasts, and videos as models for seminar participants
 - Helped students develop writing and critical thinking skills and assisted in their own development of essays and multimedia resources
 - Presented on the seminar at the Academic Showcase and Founders’ Society Trustee events

EDUCATION

- 2019-2023 **Dickinson College** Carlisle, PA
Bachelor of Arts
- International Studies with Honors, Spanish with Honors

Graduated Summa Cum Laude, Phi Beta Kappa
Universidad de Málaga, Málaga, Spain (Summer 2022)

SELECTED PUBLICATIONS/PRESENTATIONS

“Performing the In-Between: An Exploration of Viequense Resistance through the lens of Jennifer Allora and Guillermo Calzadilla’s Performance Art Series.” 2024, published in the *Hemispheres Journal of International Affairs*.

“Artistic Activism and the Climate Crisis.” 2023, co-presentation with Professor Mariana Past at the *Let’s Talk Climate* Sustainability Series. Examined the role of public art and the humanities in raising awareness and helping to heal communities confronting climate change crises.

SELECTED PROJECTS

Vermont Climate Council, Vermont, 2024-present. The Vermont Climate Council is in the process of updating the state’s Climate Action Plan. Supported the Vermont Climate Council in updating the state’s Climate Action Plan by assisting with Steering Committee meetings, full Council meetings, and public input sessions. Responsibilities included drafting meeting minutes and summaries, and developing information packets, surveys, and polling tools.

Northrop Grumman Bethpage Facility and Naval Weapons IRP Community Participation Work, 2024-present. The Community Participation Work Group (CPWG) was established to serve as a liaison between the community, the New York State Department of Environmental Conservation (NYSDEC), Northrop Grumman, the U.S. Navy, and other stakeholders to ensure timely information sharing with the public. Provided administrative and technical support, including preparation of detailed meeting summaries.

Fastenal Advanced Negotiation Training, 2024 and 2025. Fastenal Advanced Negotiation Training, Remote, 2024 and 2025. Provided administrative and technical support, as well as small group facilitation, for a 10-week online advanced negotiation curriculum designed for senior sales leaders at Fastenal, a global industrial supplies company.

BOEM Offshore Wind Stakeholder Engagement (Gulf of Maine Public Sale Notice), Maine, New Hampshire, Massachusetts, 2024. BOEM’s Gulf of Maine Intergovernmental Renewable Energy Task Force advises the Bureau on the wind energy leasing process in the Gulf of Maine. The Task Force is comprised of federal officials and elected Tribal, state, and local officials from Maine, New Hampshire and Massachusetts. Planned and managed in-person open house meetings and Task Force meetings, including coordinating venue and AV rentals, room setup, printing, and security; also managed Zoom for additional virtual meetings, took notes, and prepared meeting summaries.

BOEM Offshore Wind Stakeholder Engagement (Central Atlantic Call for Nominations), North Carolina, Virginia, Maryland, Delaware, New Jersey, 2024. Planned and managed in-person open house meetings, including coordinating venue and AV rentals, room setup, printing, and security; also managed Zoom for virtual two-day Task Force meeting, took notes, and prepared meeting summaries.

Mid-Hudson Hubs, Cornell Cooperative Extension, New York, 2024. Worked to develop and implement a stakeholder engagement and equity strategy to inform the Regional Assessment and Barriers Analysis (RABA) and then use the outcomes from the RABA and the stakeholder engagement process to develop the Equitable Engagement Plan. Planned and coordinated seven meetings across each county in the Mid-Hudson region, handling venue rentals, printing, AV setup, catering, and stakeholder compensation; also took meeting notes.

Fort Hancock Advisory Committee, 2024. Provide technical support for quarterly meetings of a formal advisory body convened by the National Park Service to provide guidance on efforts to restore and re-use dozens of historically significant buildings on the former Fort Hancock base in Sandy Hook, New Jersey.

Ogallala Aquifer Summit, 2024. Worked with the federally funded Ogallala Aquifer Project, NOAA and several other partners to plan a multi-day groundwater summit in early 2024 of hundreds of water policy leaders, managers, irrigators/producers and tribes in the 8-state Ogallala Aquifer Region focused on groundwater declines and agricultural sustainability. Assisted in developing the facilitation plan and designed tools to capture public input; trained note-takers and facilitators in their use.

Cities of Somerville and Cambridge Combined Sewer Overflow Control Plan, 2024-present. CBI facilitates community engagement and project partner coordination for a collaborative effort by the cities of Somerville and Cambridge, MA, and the Massachusetts Water Resources Authority (MWRA) to develop a joint combined sewer overflow (CSO) control plan.