

## Kristin Lavery



Originally from Butler, PA, Kristin came to Pittsburgh in 2003 to become an undergraduate at the University of Pittsburgh. She was a tutor during college and after spending a few years in the corporate world as a trainer, she returned to academia to pursue her Master of Arts in Teaching K-6 at Chatham University. Upon graduating at the end of 2012, Kristin joined the Leonard Gelfand Center (LGC) for Service Learning and Outreach at Carnegie Mellon University as the Assistant Director and Business Manager.

During the past 4.5 years in her role at the LGC, Kristin has coordinated tutoring programs and managed up to 40 tutors at a time that work with local schools and k-12 students. Additionally, she attends local schools and events to talk about LGC initiatives such as k-12 teacher professional development available at Carnegie Mellon University. Furthermore, Kristin processes Act 48 for teachers that have taken professional development courses all over campus, networks with local organizations that are interested in education policy and changes, manages finances (purchasing, budgeting, planning), creates media for print and the website, administrates the Student College courses (up to 45 per semester) and is the HR liaison for multiple departments.