

CAROLINE M. MITCHELL

ADMINISTRATIVE ASSISTANT

ABOUT

Caroline brings many years of office management experience to the WBDC. Her strong organizational and interpersonal skills are an asset to our team. In addition to managing the busy calendar of the President, she also oversees the master meeting schedule for the company. Caroline provides administrative support to the project and finance department. She also prepares important communications for the organization including the Board of Directors and Subcommittees.

Caroline's confidence, positive energy and attention to detail keeps our office running smoothly and efficiently.



PRIOR EXPERIENCE

Prior to joining the WBDC, Caroline was the Director of Operations for the Congregation Beth Israel where she managed finance and all day-to-day operations of the synagogue. Caroline was with BI for over fourteen years previously serving as Office Manager.

EDUCATION AND CERTIFICATIONS

Caroline earned a Certificate program from Mount Wachusett Community College in Early Education.

Caroline is a long-time Worcester resident with three adult children. In her spare time Caroline enjoys hiking, cooking, and watching the Seattle Seahawks!

