



Zoe Dubilier

Administrative Assistant,
CRM & Marketing
Coordinator

2.5 years at TCE

Education:

University of Vermont 2015-2017

Work History

My Little Cupcake
Burlington, VT 2017-2018

Whistling Man Schooner Co.
Burlington, VT 2015-2017

The County Courier
Enosburg Falls, VT 2011-2014

Volunteer Work

Enosburg Food Shelf

Zoe Dubilier is an Administrative Assistant and the CRM & Marketing Coordinator for TCE. She organizes our marketing efforts including conferences, social media, and advertising, as well as being a driving force for implementing a new Customer Relationship Management (CRM) software for the office.

Zoe has been instrumental in streamlining many processes, helping track contracts, and increasing and improving our online and physical media presence.

Zoe is a born Vermonter. Originally from Enosburg Falls and Franklin, she now lives in South Burlington with her small family of boyfriend, dog, and cat. True to her birthplace, she prefers the winter; enjoying taking her dog, Tesla, on long walks through the snow.

Key Skills

- Vantagepoint CRM Software
- Adobe Illustrator & InDesign
- Customer Service
- MS Office Suite
- Website Management
- Accounts Receivable
- Front Desk Administration
- Ajera A/E Accounting Software
- Quickbooks