

Melissa Webb

343 Van Gordon St. Apt 18-506, Lakewood, CO 80228
Phone: 970-567-9666 Email: melwebb25@gmail.com

QUALIFICATIONS

- **Grant-writing skills** utilized to solicit foundations for grants during internship
- **Current Project Assistant** with IES working to implement urban forestry in local area
- **Research skills** applied to stormwater management as potential area for development in current internship position
- **Fundraising skills** developed during 2011 Fall Fundraising Campaign for IES

EDUCATION

Josef Korbel School of International Studies, University of Denver Denver, CO
Master of Arts Candidate in International Administration Expected June 2013

Relevant Coursework:

Social/Environmental Impact Assessment
Participatory Planning and Decision Support

Colorado State University FortCollins, CO
Bachelor of Arts in Anthropology May 2009

International Institute for Sustainable Development thru CSU

Certificate in Community-Based Development December 2009 – May 2010

- Planned a monitoring and evaluation project
- Developed evaluation questions that address stakeholders' needs
- Selected the most appropriate data collection method for the given situation
- Effectively communicated monitoring and evaluation data

RELEVANT EXPERIENCE

Institute for Environmental Solutions Denver, CO August 2011 - present
Graduate Intern

- Campaign coordinator for Colorado Gives Day
- Developing and implementing upcoming project: *Trees for Healthy Community and Economy* in Broomfield, CO

Trees, Water & People Fort Collins, CO July 2010 – October 2010
International Development Intern

- Researched foundation database and foundations' websites for potential donors for current international projects
- Worked with Development Director to write and submit grant proposals to potential donors

Wildlands Restoration Volunteers Boulder, CO

Restoration Volunteer

- Attended Crew Leadership training for ecological restoration
 - Employed Outdoor Stewardship Institute's training program

- Learned basic risk assessment, conflict and dispute management, safety, planting and transplanting, erosion control practices
- Crew leader trainee on Carnage Canyon Restoration project and Fourmile Fire Restoration project

OTHER EXPERIENCE

ATT, Ft. Collins, CO

April 2007- July 2010

Sales Support Representative

- Fixed problems for other coworkers that occurred during phone activations while working with my own customer during a sales transaction
- Developed and maintained professional relationships with business account holders
- Sales experience working with both individual customers and business accounts, listened to their needs and provided the best possible solution based on those needs
- Worked directly with store manager and small business advisor to resolve escalated problems with customer and business accounts

Sierra Trading Post, Cody, WY

October 2000 – April 2006

Retail Supervisor

- Evaluated employees' work performance, wrote reviews and made suggestions for improvement for employees' behavior
- Handled upset customers and found resolutions
- Checked-in inventory from weekly shipments, ensured that everything on the shipment log was accounted for, adjusted inventory to reflect correct quantities
- Conducted weekly inventory store counts, found discrepancies in quantities and made adjustments as necessary