

**Barbara Bonner**  
Denver, Colorado  
barbara.g.bonner@gmail.com

**QUALIFICATION PROFILE:**

- Passion for environmental sustainability, conservation, development, renewable energy, climate change, human rights, and wildlife.
- Program management experience with the World Wildlife Fund, Institute for Environmental Solutions, the Department of Homeland Security and the Army Space and Missile Defense Command.
- Excellent computer and communication skills with internal and external parties in the following formats: written, oral, interpersonal, cross-cultural, with a variety of audiences such as external stakeholders, peers, and supervisors.
- Exceptional organizational, administrative, research, analysis and problem-solving abilities.
- Proven initiative and independent judgment in supervising and coordinating daily office activities, small teams of employees, and new- as well as ongoing- projects.

**EDUCATION:**

**Master of Arts, *Josef Korbel School of International Studies*, University of Denver; Denver, CO. Jun 2010**

Major: International Development  
Concentrations: Environmental Sustainability, Human Rights

**Bachelor of Arts, *Christopher Newport University*; Newport News, VA May 2007**

Major: Political Science (International Relations concentration)  
Minor: History

**RELEVANT WORK EXPERIENCE:**

**World Wildlife Fund, Global Forest & Trade Network Jun 2010 – Oct 2010**  
*Communications Intern, Washington, DC*

- Interviewed GFTN participant companies, developing and editing high-level case studies and testimonials illustrating the value of responsible purchasing and the GFTN program, for both the pitch deck and the GFTN global and regional websites.
- Researched information from divergent sources and compiled into a cohesive report on the increasing uptake of responsibly harvested wood and paper products by North American customers and consumers.
- Developed internal documents summarizing key findings on the business and conservation benefits of responsible purchasing to strengthen pitch, educational information for prospective participants, and to enhance the working knowledge of the team.
- Prepared summary report for the GFTN-North America on strategic recommendations going forward to more effectively engage with potential participants.
- Provided project and administrative support for the Annual Meeting, held October 21-22, 2010, proving my ability to organize time, manage diverse activities, and meet the deadlines of numerous simultaneous projects.

**Institute for Environmental Solutions Mar 2009 – May 2010**  
*Graduate Project Intern for Tree Project Team and Development Team; Denver, CO*

- Coordinated multiple projects with several variables and team members, set and met project deadlines, and managed the project timeline for myself and two peers.
- Developed and completed tutorial on Colorado Urban Forestry Carbon Credit programs for dissemination to stakeholders, key environmental decision-makers, and community at large to promote outreach with businesses, governments, and communities to engage collaborative opportunities in urban community forestry.
- Reviewed and applied for grants, including the writing of Letters of Inquiry/Intent.

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**L-3Communications, GS&ES for DHS Student and Exchange Visitor Program** **Jun 2007 – Aug 2008**

*Team Lead Program Management Analyst; Washington, DC*

- Processed and adjudicated all incoming student and exchange visitor temporary visa forms, averaging 200-300/week.
- Independently created and maintained extensive daily logs of all incoming and outgoing visa forms, effectively eliminating backlog of over 2,000+ files that existed before hire date.
- Trained new and current employees on laws, regulations, and operating procedures for I-515A temporary visa form.
- Wrote and maintained Standard Operating Procedure and Continuity of Operations Plan for contracted employees.
- Obtained DHS suitability clearance and Secret Level security clearance (currently inactive) while employed.

**United States Army Space and Missile Defense Command** **Jun 2004 – Aug 2004**

*Intern; Crystal City, VA*

- Provided full support in planning and organizing the annual Army Family Action Plan Conference from inception to completion.
- Researched, developed, and completed a bound *Resource Manual* for worldwide dissemination to U.S. Army spouses and families.

**VOLUNTEER WORK:**

**Habitat for Humanity**

*Build Site Volunteer; Denver, CO*

**Jan 2010 – Jun 2010**

**Denver Zoo**

*Children's Environmental Art Project Volunteer; Denver, CO*

**Earth Day 2009**

**AWARDS/HONORS:**

- Published in peer-reviewed journal *The Applied Anthropologist*, titled "Humanitarian Aid versus Humanitarian Intervention."
- Presented senior thesis to the Undergraduate Research Council at Christopher Newport University's Sixth Annual Paideia Student Research Conference.
- Selected to study International Politics in Prague, Czech Republic.

**Spring 2009**

**Spring Semester 2007**

**Fall Semester 2006**

**SKILLS:**

Language:

Intermediate proficiency in writing and reading Spanish, fair proficiency in speaking Spanish.

Computer:

Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Adobe Photoshop, Adobe Acrobat and internet research.