

# Melissa Webb

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## 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